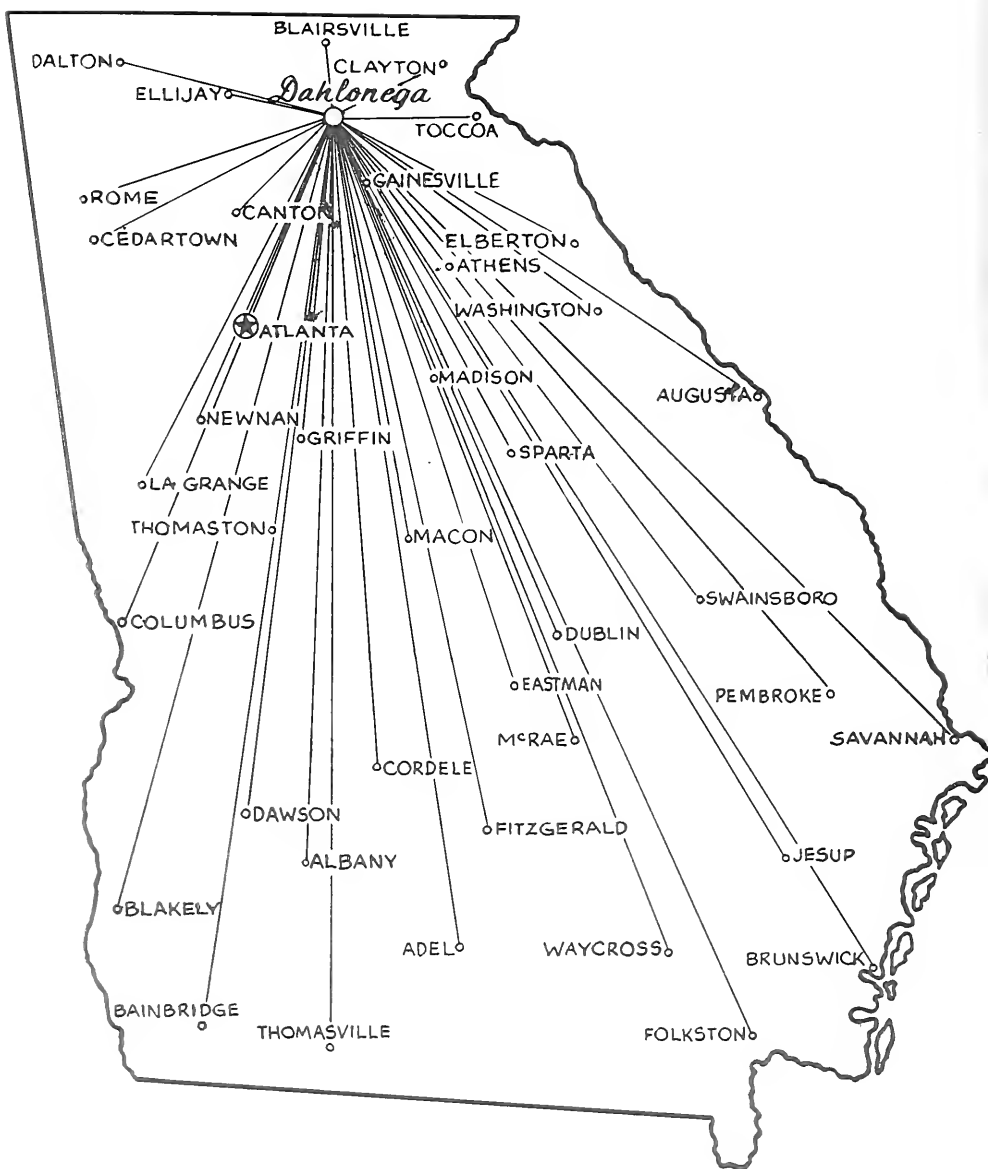




BULLETIN
NORTH GEORGIA
COLLEGE

CATALOGUE
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DALLONS, GEORGIA





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MARCH, 1953

No. 1

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North Georgia College.

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CALENDAR

1953

September 20—Dormitories open to Freshmen for lunch. All Freshmen are expected to report during the day and to meet in the Auditorium at 8:00 p.m. Freshmen should not come to the campus before Sunday.

September 21, 22, 23, 24, 25—Freshman Week. Attendance of all Freshmen is required.

September 23.....Sophomores and Upperclassmen Report

September 24.....Registration of all new students for Fall Quarter

September 25.....Registration of all returning students for Fall Quarter

September 26.....Class Work Begins

November 25, 12:00 Noon.....Thanksgiving Recess Begins

November 29, 7:30 P. M.....Thanksgiving Recess Ends

December 16-19.....Fall Quarter Examinations

December 19.....Christmas Vacation Begins

1954

January 4.....Registration for Winter Quarter

January 5.....Class Work Begins

February 15-19.....Religious Emphasis Week

February 26.....Constitution Examinations

March 17-20.....Winter Quarter Examinations

March 20-24.....Spring Recess

March 25.....Registration for Spring Quarter

March 26.....Class Work Begins

April 8.....Honors Day

May 9.....Parents' Day

June 5.....Student-Alumni Day

June 6.....Commencement

June 7-10.....Spring Quarter Examinations

UNIVERSITY SYSTEM OF GEORGIA

The state supported institutions of higher learning in Georgia were integrated into the University System of Georgia by legislative enactment at the regular session of the General Assembly in 1931. Under the articles of the Act all existent boards of trustees were abolished and control of the System was vested in a board of regents with all the powers and rights of the former governing boards of the several institutions. Control of the System by the Board of Regents became effective January 1, 1932.

North Georgia College is one of the senior colleges of the University System of Georgia.

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United States Military Academy, B.S.; The Infantry School, Basic
Course.
- ROGER L. WILLIAMS, JR. *Assistant Professor of Physical Education*
University of North Carolina, A.B., A.M.
- CHARLES M. YAGER *Associate Professor of Physics*
University of Maryland, B.S. in M.E.; Duke University, M. Ed.
- WILLIAM D. YOUNG *Associate Professor of Social Science*
Cumberland University, A.B., A.M.; graduate study, University
of Chicago, Peabody College for Teachers.

*On leave 1953-54

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OFFICERS AND COMMITTEES OF THE FACULTY

Meetings of the Faculty are held at 7:30 P. M. on the second and fourth Fridays of each month.

The President and Dean are ex-officio members of all committees. The member first named is chairman.

Officers

MERRITT E. HOAG, *Chairman*
WILL D. YOUNG, *Vice-Chairman*
NEWTON OAKES, *Secretary*

Faculty Committees

ACADEMIC ACTIVITIES.....	Young, Bryan, Dismukes, B. L. Freeman, Forester, Goodman, N. Oakes, Simms, Southard, Stevenson, Wicht, Williams, Yager.
ADVANCED STANDING.....	Young, Dismukes, Yager.
ATHLETICS.....	Forester, Anthony, Belcher, Goodman, Hause, Johnston, Russell, Towson, Williams, Yager.
GUIDANCE.....	Stevenson, Bouffard, Donovan, Forester, Hause, N. Oakes, Simms, Wicht.
LIBRARY.....	Harris, Bouffard, Brown, L. B. Freeman, Hood, Huntley, Simms.
MILITARY.....	Goodman, Hause, Hoag, Young.
PUBLICITY.....	O'Kelley, Forester, Harris.
REGISTRATION.....	Young, Anthony, Booth, L. B. Freeman, E. Oakes, Satterfield.
SCHEDULES.....	N. Oakes, Carpenter, Forester, Sanders, Southard, Stevenson, Yager, Young.
SOCIAL EVENTS.....	Hause, Donovan, Forester, Johnston, E. Oakes, E. Sirmons.
STUDENT AID.....	Gilbert, Donovan, Hause, Young.
STUDENT HEALTH.....	Forester, Donovan, Russell, Dr. Sirmons, Williams, Wright.
STUDENT PROGRAMS.....	Booth, Chadbourn, Pigg, Roberts, Yager.

NORTH GEORGIA COLLEGE

Dahlonega, Georgia

A FOUR-YEAR COLLEGE OF ARTS AND SCIENCES

THE COLLEGE YEAR

North Georgia believes that as a state supported college its plant and staff should be available to citizens of the state throughout the year. The college, therefore, operates on a full-four-quarter schedule with the summer quarter an integral part of the college year.

High school graduates may begin a regular freshman program in June, but should fall quarter enrollment be preferred, adequate and satisfactory study schedules are available in all departments. Students may also enter at the beginning of the winter and spring quarters. The fall quarter begins September 21; the winter and spring quarters, January 4 and March 25 respectively. Continued residence through four quarters in the year enables students to complete their college course and secure the degree in three years. A full calendar year is thus saved for graduate study or profitable employment.

This catalogue outlines in general the work of the fall, winter and spring quarters. A special summer quarter bulletin is issued in April.

FOUNDING OF THE COLLEGE

North Georgia College, founded in 1873, owes its origin to the Act of Congress of July 2, 1862, entitled "An Act donating public lands to the several states and territories which may provide colleges for the benefit of agriculture and mechanic arts." The act contemplated the "endowment, support and maintenance of at least one college in each state where the leading object will be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and mechanic arts in such manner as the legislatures of the states may respectively prescribe, in order to promote the liberal and practical education of the industrial classes."

While North Georgia no longer offers agricultural courses it has otherwise remained true to the general vision of its founders. A small annual income from the sale of public lands is still received by the college.

INSTITUTIONAL OBJECTIVES

It is the purpose of North Georgia College as a state institution to raise the general level of health, efficiency and character of its constituency, by imparting general scientific and cultural knowledge and by providing opportunity for professional advancement and social and economic betterment.

In order to accomplish this aim the college attempts to familiarize the student with the several divisions of knowledge and the methods of study therein so that he may make intelligent decisions regarding the nature and the direction of his contribution to society; to prepare the student to take his place in society by affording him opportunity for continuing a liberal and cultural education, by providing specific preparation in the fields of business administration, home economics, the teaching profession and military leadership, and by offering pre-professional training in such fields as law, journalism, dentistry, medicine.

CO-EDUCATION

North Georgia has also been "historically co-educational" since the day of its founding. In line, therefore, with present practice at nine-tenths of the American colleges and universities, North Georgia admits both men and women. Military training under carefully selected U. S. Army officers prevails for the young men, whereas the revised and broadened curricula admirably meet the needs of young women.

MILITARY TRAINING

North Georgia College was originally organized on a military basis, and for its cadets this policy has continuously prevailed.

The college enjoys the distinction of being one of nine senior institutions in America which hold the MC rating, "essentially military," from the Department of the Army. This status has enabled a substantial percentage of graduates each year, who earn the title Distinguished Military Graduate, to be offered commissions in the Regular Army on an equal basis with graduates of the United States Military Academy.

However, while North Georgia has thus appropriately been called "Georgia's West Point," its prime purpose is to train cadets for successful civilian life. Civilian and military leaders alike must be able to meet calmly, confidently and effectively the unex-

pected and threatening situations of life, and North Georgia, through its military instruction, endeavors to instill the principles of leadership and of followership; of discipline and self-discipline; of truth, honor and stability; of initiative, resourcefulness and dependability; and of neatness, dispatch, orderliness and method.

The college thus hopes that everywhere its cadets may be outstanding and distinguished as men and citizens of poise, public spirit, intelligence and integrity and that they will respond, as always in the past, with devotion and courage to a national emergency and acquaint themselves as leaders and as trained and efficient soldiers to bring honor and credit to themselves, their alma mater, their state, and their nation.

MILITARY POLICY

All male students who pass the required college physical examination must take the Basic Course in Military Science and Tactics prescribed by the Department of the Army for R. O. T. C. during their freshman and sophomore years, except as outlined for certain veterans and seniors under the heading "Veterans Program" below. Recognition is given to successful completion of Junior ROTC work.

Upon completion of the Basic Course, qualified students apply for admission to the Advanced Course, and if accepted by the Department of the Army, will work toward a reserve commission at graduation. Such students receive the usual subsistence and uniform allowance of the Department of the Army. All others, except as provided for veterans under "Veterans Program" and for special classes of students transferring from other colleges under "Transfer Students and ROTC," will carry Advanced Military Science with college credit but without government allowance.

Notwithstanding the exceptions indicated which excuse certain students from the ROTC courses, North Georgia is a Military College, and all male students are members of the Corps of Cadets. They are required (within the limits of physical ability—those few who are disabled being excused by the Physician) to participate in the drills, ceremonies, formations and activities of the Corps and are subject to the rules and regulations of the military life. Rewards as well as responsibilities are administered in an impartial and democratic manner, and veterans and other non-ROTC students are eligible and are encouraged to accept leadership positions in the Cadet Battalion. All male students are thus considered as military students and are treated on an equal basis with all others.

VETERANS PROGRAM

Veterans, both men and women, are cordially admitted to North Georgia College. They are admitted as regular students interested in the usual program of the institution when the regular admission requirements have been fulfilled. Special care is taken to assign a study schedule which they may carry with greatest success.

Those who have not had opportunity to meet the specific entrance requirements, but who by virtue of experience and maturity may be able to profit by college life, will be admitted as Special Students. These will be given aid through special conferences and individual help that they may meet full entrance requirements as promptly as possible.

While ROTC is required of all male students, a partial and temporary deviation from this regular policy is permitted veterans. Veterans with a minimum of 12 months of active duty in the armed services and an honorable discharge, upon written request at the beginning of a college year or at time of their enrollment, may be excused from ROTC classroom training. However, all veterans entering after September 1, 1951, except those who transfer with senior class rank together with all other non-ROTC students, are assigned to a rifle company or the Band and will drill three hours per week. This drill is required in order to promote unity among the cadets corps. Students who drill but do not attend class will be given one quarter hour college credit per quarter. (NOTE: Any student who at time of enrollment has passed his twenty-seventh birthday may be excused from drill and wearing the uniform by contacting the Dean and P. M. S. & T.)

Veterans who were discharged from service as commissioned officers are given the rank of Honorary Cadet Captain in the Corps of Cadets and will train three hours per week, in supervisory capacity, and will be given credit for Reserve Training so far as existing regulations will permit.

Veterans who elect to take Advanced Military Science under Government contract and fail to maintain the required grades will continue the course without government assistance during the remainder of the academic year.

TRANSFER STUDENTS AND ROTC

Juniors who transfer from other colleges and are without military credit, but who pass the physical examinations, will

take Basic Military Science, or in lieu thereof, offer for graduation an equivalent 10 additional hours of approved electives.

Those who transfer to North Georgia with Senior class rank and are without credit in Basic Military Science are excused from ROTC work.

Students are subject to the prevailing cadet system of control directed by the Commandant of Cadets and will attend college formations including those for chapel and church.

SELECTIVE SERVICE AND DEFERMENT

Under the provisions of existing directives, all men are required to register at 18 years of age, reporting to their local board the fact of their enrollment in ROTC. They must notify the P.M.S.&T. of the number and address of their local board.

ROTC students will be deferred until graduation provided they (1) maintain academic and ROTC standing, (2) attend summer camp as ordered, (3) are selected by the P. M. S. & T. in the selective service quota, (4) "sign ROTC contract and agreement to accept a commission if and when tendered and to serve two years active duty as an officer subject to call by the Secretary of the Army and to remain in an active component as ORC or NG, until the eighth anniversary of their date of commission."

THE UNIVERSITY SYSTEM

North Georgia is a senior member of the University System of Georgia. Its students are thus a part of the state-wide program of higher public education and enjoy the prestige and influence of this great State University System. Its program follows through varied fields of concentration to the A. B. and the B. S. degrees.

ACADEMIC STANDING

North Georgia College is a member of the Southern Association of Colleges. Because of its MC rating, the college has earned wide recognition as a military college. It holds membership in the Association of Georgia Colleges and the Georgia Education Association. The college is accredited by the Georgia State Department of Education.

LOCATION

North Georgia College is located at Dahlonega, the center of Georgia's gold area, twenty miles from Gainesville, which is on the main line of the Southern Railway. An excellent highway from Gainesville to Dahlonega makes the college easily accessible by automobile at all seasons of the year. A short scenic drive places the campus within a few minutes of Gainesville.

The college is also quickly accessible because of the National Highway from Atlanta via Roswell, Alpharetta, Cumming, Dahlonega, and on through the mountains to Asheville, North Carolina. By this highway, automobiles can make the trip to Dahlonega from Atlanta in less than two hours.

TRANSPORTATION SCHEDULES

There is excellent bus service between Dahlonega, Atlanta and Gainesville, from which cities connections to all points may be made.

HEALTH

Dahlonega and Lumpkin County are known widely for the climate and recreational opportunities. The altitude is 1,500 feet. Nature seems to have designed the location, in the foothills of the Blue Ridge, a center of learning amid beautiful and healthful surroundings.

The college location is free from the enervating climatic conditions of the lower altitudes, and students from other sections quickly respond to the stimulating effects of North Georgia air and tested spring water. Practically without exception, students gain in weight and physical vigor; the college has, over the years, attracted students from every section of the state.

PHYSICAL EXAMINATIONS

As a protection to the health of the student group, physical examinations are required upon admission to the college. No student having a communicable disease is admitted until the danger is removed. The examination also shows what particular development and corrective measures are needed to bring the individual student to a state of vigorous health. As a precaution, students will be given such vaccination, inoculations, and chest X-rays as authorized by the college physician.

HEALTH SERVICE

Every precaution is taken to maintain student health, and through the college physician and a full time registered nurse, the college provides medical service to its boarding students in cases of usual or minor illness. The service includes necessary ambulance service for recumbent patients to the hospital within the state designated by the college physician. The college assumes no responsibility, however, for injuries received in voluntary or required activities, and neither does it assume responsibility for the cost of prescriptions, of necessary special nurses, for consultation and hospital expenses in the more serious cases of illness and accident, nor for special X-ray work or surgery of any kind. With the exception of veterans and their wives who are students living in college operated apartments, day students are not entitled to infirmary service. Definition of a day student will be found on catalogue page 31.

PHYSICAL EDUCATION AND ATHLETICS

The college recognizes the importance of a healthy, vigorous and coordinated body in successful living. Provision is made for a modest program of intercollegiate competition in selected sports. A highly competitive sports program reaching the entire student body is traditional. Emphasis here is placed on developing skills in those activities which have a high degree of carry over into adult life. All men, except those physically disqualified by the college physician, take ROTC (optional with some veterans and transfer students), and all freshman and sophomore women take regular work in Physical Education. This Physical Education work for women is supplemented by a competitive sports program which includes archery, tennis, table tennis, shuffleboard, basketball, softball, volley ball and hockey.

As a part of the general physical fitness program of the college, participation in physical education is required of all freshman and sophomore men except those returning from Service. The requirement is two scheduled periods a week. The work is conducted by the Director of Health and Physical Education and his assistants. Men, who for approved reasons, may not be taking Military Science are usually not excused from this physical fitness requirement.



Activities



CAMPUS ORGANIZATIONS

Dramatic Club

The Dramatic Club presents frequent amateur programs through the year. These include chapel skits, one-act plays, and evening performances.

The Forensic Senate

The Forensic Senate offers to a select group of students the opportunity to improve themselves in the art of public speech and debate and in the technique of research. A number of chapel and intercollegiate debates are held during the year.

Home Economics Club

This is an organization open to all students who take courses in Home Economics. The aim of the club is to afford students opportunity to become better acquainted with the social and professional activities of Home Economics leaders, and also to provide for their own personal development through active participation in club programs.

Physics Club

Through the activities of the Physics Club students in physics have an opportunity to discuss and work on projects of common interest. Professional requirements discussed in the meetings lead to a clearer understanding of vocational opportunities in the field.

Science Club

The membership is composed of science majors and those students especially interested in pre-professional study. The club meets twice monthly.

Glee Club

The North Georgia College Glee Club offers to both men and women students thorough training in choral expression. The Club travels extensively, giving programs of both sacred and secular music. While previous training in vocal technique and music rudiments are very desirable, membership is open to students in general of reasonable ability and sincere interest.

The Military Band

One of the outstanding features of North Georgia College is the College Military Band. Instruments are furnished by the college for about thirty-five parts. Other members of the band furnish their own instruments. To a student with musical ability, the band presents unusual opportunity for further training. Since the band schedule is under the partial direction of the Military Department, participation in band work is recognized by appropriate military credit.

College Orchestra

The Orchestra provides music for various social functions, chapel and evening programs.

Woman's Recreation Association

The Woman's Recreation Association, sponsored by the Department of Physical Education, is an organization open to all co-ed students. The association, better known as REC Club, is divided into four teams which carry on intramural activities beginning in the fall with speedball and volley ball, continuing in the winter with basketball, and concluding in the spring with softball. In addition to these team sports, individual tournaments, such as tennis, table tennis, and badminton, are held.

The social life of the young women at North Georgia College is enriched through participation in these different sports, hikes, parties, and dances which comprise the all-inclusive program of REC Club.

The Woman's Recreation Association is the largest organization for the college women. Meetings are held bi-monthly.

Varsity Letter Club

The Varsity Letter Club is made up of those students who have won the official Varsity Letter.

The Varsity Letter is granted to those students who comprise a varsity team, who have satisfactory scholastic averages, and otherwise meet the requirements set up by the Athletic Committee for the sport in which the student participates.

Camera Club

The Camera Club, with a well equipped photographic laboratory, promotes a campus interest in amateur photography much beyond its limited membership, pictorially records college events and supplies numerous illustrations for both *The Cyclops* and other approved publications.

Radio Communications Club

The Radio Communications Club is composed of students especially interested in amateur and experimental radio and electronics. The College amateur station of this group operates under the licensed call W4PYM. Several radio transmitters and receivers are maintained for the use of club members, as well as electronics equipment which is used for experimental work.

Business Administration Club

The primary objectives are: to develop a greater awareness on the part of business and secretarial majors of the opportunities in their chosen province; to increase their knowledge of the skills and training requisite to success in positions in business; and to foster the growth of an esprit de corps within the Department of Business Administration.

In keeping with these objectives programs will consist principally of lectures and panels conducted by representatives of industrial enterprises and departmental faculty members with full opportunity for student participation. Membership is limited to those doing major work in the department.

Future Teachers of America

Membership in the John C. Sirmons Chapter of Future Teachers of America is open to students whose chief vocational interest is teaching. Professional and social activities are sponsored in an effort to promote growth of individual members. Meetings are held twice monthly.

Woman's Rifle Club

This organization is an increasingly popular campus activity for women. This Club is a member of the National Rifle Association and competes in caliber .22 rifle matches with other universities and women's colleges having rifle teams. The college athletic letter and sweater is awarded to outstanding competitors in this sport.

Student Publications

Certain college publications, including the annual, are published under the direction of the Students' Association and faculty advisers.

Alumni Society

The Alumni Society of North Georgia College includes in its membership all students who have attended the college, many of whom are now outstanding leaders of the State. The purpose of the Society is to keep alive the traditions and memories of the college and to promote its welfare. The Society has recently turned its attention to various movements of historic interest to the college and the community among which are the unveiling of a tablet on June 3, 1934, to the memory of Hon. William P. Price, the founder of the college, the presentation of a portrait of former president John W. West and the placing of a marker commemorating the founding of the old Government Mint on the site of Price Memorial Hall.

Present officers of the Alumni Society are: Captain Morris Taylor, Fort Benning, Georgia, President; Mr. J. C. Barnes, Dahlonega, Georgia, First Vice President; Mr. R. M. Moore, Dahlonega, Georgia, Second Vice President; Mrs. W. A. Hedden, Dahlonega, Georgia, Secretary-Treasurer.

SOCIAL AND RELIGIOUS LIFE

General Assembly

Assembly is held Thursday morning at 11:50 o'clock in the college auditorium. ATTENDANCE IS REQUIRED.

The exercises are brief, but effort is made to have them inspirational and helpful. College life is here interpreted and in turn is expressed through student participation, and announcements of general unifying interest and importance are made. Visiting speakers of national reputation are frequently present.

Church Services

There are three Protestant denominations in Dahlonega, the Baptist, the Methodist and the Presbyterian, all of which maintain Sunday Schools and weekly services. All students, except

married men living with their families, are required to attend Sunday morning church services. Following the usual custom and practice prevailing in military colleges, Sunday morning "Church Formation" is held for all male students excepting married men as above stated. Students also have the opportunity of participating in such organizations as the Wesley Foundation, the Baptist Training Union and the Westminster Fellowship, whereas many regularly attend the Bible classes of the three church schools.

Upon request to the Commandant of Cadets or the Dean of Women, students of Catholic or Jewish faith may be excused from church attendance.

Christian Associations

The Young Men's Christian Association is organized to promote a wholesome campus life and to develop a deep sense of value among the college men.

The Young Women's Christian Association sponsors a similar work among the women of the college; it exerts a strong influence over the social as well as the religious life of the campus.

The two organizations, in cooperation with local pastors and the Bible classes for college students, each year sponsor a week of special worship and meditation known as Religious Emphasis Week.

Social Life

Of equal importance with academic training is the attainment of that personal culture and bearing which prepares one to take his rightful place in an exacting social, business and professional world. Every effort, therefore, is made to promote a normal social life. The high traditions of the college are observed, while the student campus organizations make contributions through their various programs and social activities.

All women students, whether residing in the dormitory or, by special permission, in private homes, are subject to the general social policies formulated by the Faculty Committee on Social Activities and approved by the faculty as a whole. The immediate administration of the social policies rests with the Dean of Women, the Commandant of Cadets and the Dean of the College.

A special social committee composed jointly of faculty members and students plan the frequent informal social gatherings.

Social Clubs

The Officers' Club, Non-Commissioned Officers' Club, and two local fraternities, Rex and Sigma Theta, make their contributions to the college life through frequent social functions.

SPECIAL PROGRAMS

That the college community may be kept in touch with the best in music, art, and current thought, an Entertainment Course is maintained without cost to students or faculty. Frequent musical, dramatic and lecture programs add a distinct atmosphere of culture to the social and recreational life. These special presentations are normally scheduled for the regular assembly hour.

BUILDINGS

PRICE MEMORIAL HALL stands on the foundations of the old Government Mint and was named in honor of William P. Price, founder of North Georgia College. It contains classrooms, faculty offices, Bookstore and Canteen.

ACADEMIC HALL is a second academic building of the college. Besides classrooms it contains offices for the President, Dean, Registrar, Director of Guidance, Comptroller, Business Manager, and Alumni Secretary.

SCIENCE HALL, a three story, fireproof, brick and concrete building, accommodates the departments of biology, chemistry and physics. The building is equipped throughout with new laboratory furniture.

MILITARY BUILDING, a large two-story frame building and a gift of the Federal Works Agency, accommodates the Military Department. It contains classrooms and an auditorium as well as offices for the military personnel.

HOME ECONOMICS BUILDING is a large two-story building containing adequate kitchens, laboratories and social rooms. It is equipped throughout with new and modern home economics kitchen and laboratory furniture.

BUSINESS ADMINISTRATION BUILDING, a large two-story building, contains classrooms, laboratories and offices for the departments of business administration and education.

COMPANY BARRACKS, a two-story brick dormitory, provides exceptional accommodations for two hundred cadets. It is equipped throughout with all modern conveniences.

BAND HOUSE, the oldest campus dormitory for men, is in excellent physical condition; it is heated by steam and has all conveniences. This is the residence hall for members of the military band.

BARNES HALL, named in appreciation of the continuing services of Professor John C. Barnes, is a three-story residence hall for men and accommodates one hundred cadets. Its social center is the beautiful Fenster Memorial Room.

SANFORD HALL was dedicated in honor of the late Dr. S. V. Sanford, Chancellor of the University System of Georgia. This is a beautiful two-story, fireproof building of steel, concrete and brick construction. It is equipped in modern manner and has venetian blinds and asphalt tile floors throughout. The spacious social room is one of the centers of college life.

LEWIS HALL, the new girls' dormitory, is a magnificent addition to the campus. The building is a most modern and fireproof construction and houses 226 young women. The rooms, each accommodating a maximum of two persons, are delightfully and comfortably furnished in a modern manner.

VETERANS APARTMENTS, furnished by the Federal Public Housing Authority, comprise several housing units for married veteran students.

Men students will be accommodated in Company Barracks, Band House, Barnes Hall and Sanford Hall. Other college controlled accommodations and private homes are open to college men only. While the appointments are sometimes plain, they are adequate and acceptable. Students placed in these boarding houses or homes, that they may otherwise enjoy the advantages afforded by the college, are required to reside there throughout the college year. Transfer to campus or from one house to another cannot, for obvious reasons, be permitted.

Residence students are required to live on the campus. Should campus accommodations not be available, residence students may be assigned to approved private homes. Students placed in such accommodations are subject to all regulations in force for students residing on the campus. All resident students, regardless of the room assignment, are required to take meals in the college dining room.

Control of the barracks and all homes where students are assigned is vested in the president and the faculty. The Commandant of Cadets is the executive officer for the enforcement of regulations.

The rooms of all men students, whether on or off campus, shall be subject to regular military inspection under the direction of the Commandant and his cadet officers.

Young women not living in their own homes or with near relatives are expected to reside in Lewis Hall, unless other arrangements are approved by the Dean of Women and the Dean of the College. In no case may young women reside in other than officially approved homes, and all plans for residence outside the dormitory must be submitted to the college officials before final arrangements are made. Irrespective of residence all are subject to the general college regulations.

STEWART LIBRARY, named in honor of Dr. Joseph Spencer Stewart, president of North Georgia College from 1897 to 1903, is a building of fire-resistant construction, and contains a large reading room, stack and storage rooms, office and work rooms.

The library contains over 24,000 books, exclusive of duplicates and government documents. Three hundred leading magazines are found on the reading tables.

The books and periodicals have been carefully selected, and from year to year there is increased interest in the library for reference and general reading purposes. New books are regularly being added to meet the growing demands of the various departments.

The library is open to students, faculty and citizens alike, and trained librarians seek to make it of educational and cultural value to both the college and the community.

AUDITORIUM is a beautiful two-story brick building. The first floor is given over to the spacious kitchen and dining room, whereas on the second floor is located the college auditorium. Here center many of the college activities—chapel, religious services, entertainments and concerts.

ALUMNI HALL is the gift of the alumni and other former students. It is the college gymnasium and contains the basketball court. The building is an important social center of the college; here are held the dances, informal socials and other college functions.

THE INFIRMARY is a well designed and appointed brick building. It contains adequate wards and bedrooms, offices for physician and nurse, examination room and kitchenette.

ORIENTATION WEEK

The days, September 21-25, are known as "Orientation Week." All new students are expected to report on Sunday, September 20, on which day the dormitories open to them for lunch. The first appointment which all new students must meet is in the College Auditorium at 8:00 P. M. Sunday, September 20.

Sophomores and upperclassmen will not report until Wednesday, September 23.

Registration of all students is completed September 24, 25 and class work begins Saturday, September 26.

During Orientation Week, new students are introduced to the college atmosphere, the buildings and the library; they also become acquainted with the North Georgia ideals and purposes. During this period required physical examinations and placement tests are taken, and an especial effort is made to select for each one a program suited to his needs and preparation. The faculty and selected upperclassmen assist the new students in making the best possible start in college life.

Transfer Students

Transfer students classified as freshmen are required to report to the college at the same time as do other new students. All features of the Orientation Program which apply to beginning freshman students, with the possible exception of placement tests, apply equally to new students who come to North Georgia College with an insufficient number of transfer credits to be officially classified as sophomores.

Articles Brought From Home

Dormitory rooms are furnished with single beds, mattresses, tables, chairs, and other necessary furniture, but each student must provide towels, a pillow, two pillow cases, four sheets, two blankets, laundry bag, bathrobe, and other personal articles. Special shoe requirements for cadets are explained in page 36 under Articles of Uniform Equipment.

Should a cadet desire to ship packages, boxes or trunks in advance of his coming, they may be shipped prepaid by express or otherwise via Gainesville, Georgia, to Commandant of Cadets, North Georgia College, Dahlonega, Georgia. Young women students may ship such packages to Dean of Women, Lewis Hall, North Georgia College, Dahlonega, Georgia. Names of owners should be printed or written on trunks, bags, or other packages in such a way that they will not be effaced in shipment. It is, of course, more satisfactory for the student to bring all such personal property at the time he or she comes to the college.

Upon Arrival at the College

Upon arrival in Dahlonga students should report.

- (1) For Room Assignment: Young men to Commandant of Cadets in Band House; young women to the Dean of Women, Miss Alice Donovan, in Lewis Hall.
- (2) For payment of bills: To the Comptroller's Office in the main academic building.
- (3) For the next meal: Dining Hall which is centrally located on the campus.
- (4) For the first appointment: To the Auditorium for the first appointment which all freshmen must meet, Sunday, September 20, 8:00 P. M.
- (5) Books should not be bought until after the Classification Committee has assigned the schedule. Uniform deposits are left in the Comptroller's Office.

Personal Deposits

While all bills are paid at the Comptroller's Office the staff is prepared to handle only a very few personal deposits. The young women may, therefore, leave deposits of personal funds with the Dean of Women, and the young men may deposit such funds with the Commandant of Cadets or in the local bank.

COLLEGE EXPENSES

North Georgia College, as one of the senior units of the University System, furnishes four years of college training at **THE LOWEST POSSIBLE COST**. There is no charge for tuition, whereas matriculation, activity, and health fees are quite nominal. The college dining hall furnishes balanced and nourishing meals.

Personal expenses for both men and women may be kept as low as the individual students and parents wish; every condition favors economy.

Fees and deposits are paid in advance at the beginning of each quarter, but board and room rent may be paid either by the quarter or by a special seven-payment plan explained in Note No. 1 of the General Cost Summary. This special plan of distributed payments, requiring minimum outlay at any one time, enables many students to be in college who otherwise could not attend. Books, uniforms, and gym clothing must be paid for

at the time they are issued which is usually prior to, or immediately after registration. Checks and money orders should be made payable to North Georgia College.

The Veterans Administration pays all fees and textbook costs for students attending under Public Laws 346 and 16. If, however, a veteran does not have his certificate of eligibility at the time of registration, he must pay all fees and will receive refund in full when his certificate is received.

Following is a complete table of all costs at North Georgia College. This has been prepared in such a manner that the average student can immediately determine his total costs. Special cases, such as out-of-state students, may find their costs by reading the detailed description of each charge which follows the general tabulation.

ALL FEES, BOARD, ROOM RENT, AND OTHER CHARGES ARE SUBJECT TO CHANGE AT THE END OF ANY QUARTER.

SUMMARY OF COSTS 1953-1954

Regular Charges	Fall Quarter Charges Due Sept. 24, 1953	Winter Quarter Charges Due Jan. 4, 1954	Spring Quarter Charges Due March 29, 1954
Matriculation Fee	\$ 45.00	\$ 45.00	\$ 45.00
Health Fee	4.00	4.00	4.00
Activity Fee	6.00	6.00	6.00
Board	99.00	92.00	92.00
Room	33.00	29.00	29.00
Military Uniforms (Freshmen Men)	118.45*	0.00	0.00
Total Regular Charges for Average Resident Upper- classman, Man or Woman	187.00	176.00	176.00
Total Regular Charges for Average Resident Fresh- man Women	187.00	176.00	176.00
Total Regular Charges for Average Resident Fresh- man Man	305.45	176.00	176.00
Application-Breakage Deposit \$15.00 Required of all students with appli- cation for admission but refundable under normal conditions.			

*Includes sales tax.

Other Costs

Gymnasium Uniform (Men), \$3.00.

Gymnasium Uniform (Women), \$8.00.

Books and School Supplies \$20.00 to \$25.00 per quarter.

Laundry and Dry Cleaning \$15.00 to \$20.00 per quarter.

Personal expenses vary widely but can be held as low as desired. Average student spends from \$15.00 to \$30.00 per quarter.

<i>Special Charges</i>	<i>Amount</i>	<i>When Due</i>
Out-of-State Fee.....	\$100.00	Each Quarter.
Graduation Fee.....	7.50	Once at Graduation.
Transcript Fee.....	1.00	Each Copy over One.
Unauthorized Class Cut Fee.....	2.00	Each Day Guilty.
Special Makeup Examination Fee.....	2.00	Each as Taken.
Late Registration Fee.....	3.00	First Day and \$1.00 Each for the Second and Third Days.

Explanatory Notes

NOTE No. 1

Board and Room may be paid by the quarter as outlined above or it may be paid by a special seven-payment plan as follows:

	<i>Board</i>	<i>Room</i>	<i>Total</i>
September 24, 1953.....	\$33.00	\$11.00	\$44.00
October 27, 1953.....	33.00	11.00	44.00
November 23, 1953.....	33.00	11.00	44.00
January 4, 1954.....	46.00	14.50	60.50
February 2, 1954.....	46.00	14.50	60.50
March 29, 1954.....	46.00	14.50	60.50
April 27, 1954.....	46.00	14.50	60.50

NOTE No. 2

All regular fees must be paid at registration.

NOTE No. 3

Military and Gymnasium Uniforms must be paid for at time of issue.

NOTE No. 4

Students and parents are expected to take notice of due dates on all payments and to pay promptly without further notice or request. For convenience, payment dates fall just after official college holidays so that students may bring checks back to college with them.

MATRICULATION—HEALTH—ACTIVITY FEES

All students pay the established Matriculation and Activity Fees, and all resident students pay the Health Fee. These fees cover all laboratory and other general fees of the college. Each student is entitled to admission to entertainments sponsored by the college and to glee club concerts, week-end movies, dramatic productions, and all athletic events. The Activity Fee also partially underwrites the Y.M.C.A., Y.W.C.A., and Religious Emphasis Week activities.

BOARD AND ROOM

The charge for Board and Room may be paid in advance at the beginning of each quarter or by a special seven-payment plan explained in note No. 1 of the General Cost Summary. Open accounts by order of the Board of Regents cannot be carried.

ENTERTAINMENT OF GUESTS

Students may entertain friends and relatives in the dining hall by making previous arrangements with the dietitian. The charge is 65 cents for each meal.

COST OF BOOKS AND LAUNDRY

The estimated costs shown for laundry and books are based upon the average experience. Cost of books after the initial purchase may be considerably reduced should the student wish to sell his used texts. These generally bring about two-thirds of the original price. Used books should not be purchased without first checking prices and editions in the bookstore.

RESIDENT STUDENT DEFINED

All students will be classified as resident students unless they fall into one of the following specified classifications as day students.

1. Married student living with husband or wife.
2. Student living in home of parents or other close relative.

SPECIAL FEES

Since North Georgia College is a tax supported institution, there is a special fee charged out-of-state students. A student will be considered as out-of-state unless he has been a citizen of the state for at least twelve months preceding the date of registration in the college. In determining the liability of a student to pay the out-of-state fee, the college officials will follow the legal principle that the citizenship of a person under twenty-one years of age will follow the citizenship of the parent or guardian who is entitled to his custody and control. In case of doubt as to the liability of a student to pay the out-of-state fee, detailed regulations will be furnished on request.

The Graduation Fee covers the cost of the diploma and the rental of cap and gown. Of course, this fee is paid only once just prior to graduation.

A Transcript Fee is charged for each Transcript of college credits beyond the first copy which is free.

Certain Penalty Fees are necessary, and these are assessed for late registration, for unauthorized absences from class, and special examinations. Detail of these conditions will be found on page 43 under the heading "Penalty Fees."

APPLICATION—BREAKAGE DEPOSIT

The Application-Breakage Deposit is required with each application for room reservation. This application will be found in the back of the catalogue. This deposit serves two purposes. First, it is a reservation deposit to assure accommodations being available for each student. Rooms are reserved in the order in which the application and advance deposits are received. Since requests for rooms exceed accommodations, students are urged to forward applications as early as possible. Should attendance later become impossible, the entire deposit will be refunded upon request.

While all laboratory fees have been abolished, the second function of the Application-Breakage Deposit is to serve as a deposit against breakage and damage to college property. Each student is responsible for his own room and its furnishings and also for all other items of college property such as library books and laboratory equipment. Breakage tickets must be promptly paid at the Comptroller's office. This deposit is paid with the

original application for entrance into North Georgia College and is held throughout the student's enrollment period. The deposit subject to reduction for unpaid charges is returnable upon regular withdrawal or graduation. In case of irregular withdrawal, the deposit is forfeited.

Refunds

Formal withdrawal must begin with a written approval from the Commandant or Dean of Women. At the time this approval is granted, specific instructions will be given for the student to complete his formal withdrawal. Any deviation from this procedure will be considered as an irregular withdrawal with forfeiture of the breakage deposit.

In the case of formal withdrawal, refund of Matriculation Fee may be made on the following basis:

- (1) Withdrawal during one week following the scheduled registration date, a refund of 80% of the Matriculation Fee paid for that quarter;
- (2) Between one and two weeks, 60% ;
- (3) Between two and three weeks, 40% ;
- (4) Between three and four weeks, 20% ;
- (5) After four weeks, no refund.

No refund can be made on the Activity or Health fees.

In case of withdrawal, refund on board and room may be made on the number of full weeks remaining in the quarter.

In case of excused absence, refund on board, not room, may be given on that part of the student's absence which is in excess of two weeks.

Refunds in excess of \$25.00 are sent directly to parents or applied as credits to the student's account. Exceptions to this rule may be made in cases of students over 21 years of age paying their own expenses.

Government Allowances

All Basic Course students, in general freshmen and sophomores, now receive from the Government an allowance of \$50.00 toward the purchase of uniforms. Since this covers the entire two years or 18 months of the Basic Course, it is not available for the initial purchase; it accumulates as a credit at the rate of \$8.33 each quarter of college residence.

Advanced Course students now receive a monetary allowance, about \$27.00 paid monthly, in lieu of subsistence. This, together with an allowance of \$100.00 toward uniforms plus full degree credit, makes Advanced Military an attractive proposition. These allowances are, to veterans, in addition to their usual benefits under the G. I. Bill. This uniform allowance is almost sufficient to purchase the official college uniform, but since it covers the entire two years or 18 months of the Advanced Course, it is not available for the initial purchase; it accumulates as a credit at the rate of \$16.67 each quarter of college residence.

Final settlement on uniform allowances cannot be made prior to the date a student withdraws from college; however, earned allowances are credited to the student's account at the end of each quarter and are available for purchase of additional uniform.

All men are advised to deposit the full amount required for uniform and not to depend on the uniform allowance for articles of basic uniform needs. Not only is this wise from the standpoint of uniform needs but final settlements of uniform allowances on a cash basis depend upon this procedure or other proof of actual uniform purchase in the amount of the total allowance available.

GYMNASIUM UNIFORMS

Freshman and sophomore men, and upperclassmen who elect to take the work are required to wear gym uniforms for physical training classes—shorts, T-shirts, and rubber-soled gym shoes. Uniform shorts and T-shirts will be purchased at the Canteen. Cadets are advised to bring gym shoes from home, but they may be purchased after arrival through the college. Grey warm-up shirts and pants are also available through the Canteen at approximately \$4.50 per suit. Cadets are strongly advised to purchase these for use in cold weather.

For use in physical education each young woman must provide herself with the regulation college gymnasium suit, tennis slippers or shoes, and white socks. Suits will be ordered through the College Bookstore after measurements have been taken. Students are asked to furnish tennis shoes, if they can secure them; if not, shoes will be ordered through the Bookstore. Students will furnish their own tennis rackets and balls. It would be well to bring extra gymnasium shorts, slacks and a bathing suit.

COLLEGE BOOKSTORE

Textbooks and classroom supplies can be purchased at the College Bookstore. Charge accounts may not be opened. Since

a number of the courses are offered a second time during the year, used texts may frequently be sold to other students at approximately two-thirds the original cost.

The John C. Sirmons Chapter of The Future Teachers of America manages a used book exchange for the convenience of students.

CANTEEN

The North Georgia Student's Canteen, located in the basement of Price Memorial Hall, is operated for the convenience of students and faculty. Here are sold soft drinks, sandwiches, other refreshments and school supplies.

There is provided in each campus dormitory a branch canteen operated by the students for their convenience during evening hours when the main canteen is not open. Automatic soft drink machines are also provided in each campus dormitory.

The canteen also accommodates the college post office where mail is deposited and distributed. One box is available for each two students and all students are assigned a box number regardless of their place of residence in Dahlonga. Each student is required to check his post office box daily for communications from various departments of the College as well as outside mail. The correct address will be, the student's name, N. G. C., Box, Dahlonga, Georgia.

MILITARY UNIFORMS

The distinguishing mark of a North Georgia College cadet is the college uniform proudly worn at all times as a symbol of his chosen college.

Since civilian clothes are not worn, entering male students should bring to the college only the suits they wear and a supply of personal linen sufficient for the first five days. The use of the regulation college uniform effects a decided economy in clothing costs, including as it does the major items of wardrobe expense except for tan shoes, handkerchiefs and underwear.

With reasonable care and the replacements made possible by the Government uniform allowances to all ROTC men, the uniform practically represents the student's necessary clothing purchase for the full four-year college term.

All physically qualified male students, except those who transfer with senior class rank, will wear the prescribed college

uniform, except that non-ROTC veterans may be permitted to wear an acceptable army uniform provided their request to do so is approved by the college supply Sgt. under regulations provided by the Professor of Military Science and Tactics. The requirement as to wearing the uniform does not apply to students transferring for summer work only or to teachers in service studying at the college.

ARTICLES OF UNIFORM EQUIPMENT

The regulation uniform for fall, winter, and spring wear includes: battle jacket, field jacket of drawstring type, raincoat, two wool slacks, four khaki slacks, four khaki shirts, two wool garrison caps, two khaki garrison caps, two wool ties, web belt, cartridge belt, helmet liner, leggings, two pair gloves, six pair khaki socks, cap and collar ornaments, and a fatigue suit.

A student entering for the first time in the spring or summer quarters is advised to purchase the entire uniform; however, if necessary, he will be permitted to delay purchase of the woolen articles until fall.

The Government furnishes the fatigue suit and field jacket, the College furnishes the cartridge belt, helmet liner, and leggings, but the cadet must buy all other articles. This issue by the Government and the College enables the College to reduce the uniform cost to a minimum figure.

Two pairs of tan shoes must be furnished extra by the cadet. These should be purchased before coming to the college. Both pairs must be plain toe, low quarter shoes of conventional army type. Informal shoes of the so-called "loafer" type are not acceptable.

PURCHASE OF THE UNIFORM

Since the design and color of the North Georgia College uniform is a mark of distinction and pride, new students are advised to buy the uniform from the college exchange. Students should come to the college prepared to purchase the uniform at the time of entrance. Measurements are taken within five days after registration. The full price should be deposited with the Comptroller's Office, and any unused portion of this uniform deposit will be held for future purchases subject to refund on request from the parent any time after the first quarter closes.

Any article of uniform not purchased at the college exchange must be checked and approved by the college supply Sgt. under regulations provided by the Professor of Military Science and Tactics. Acceptable uniform articles, as a rule, may not be purchased from other sources at anywhere near the low cost provided here at the college.

LOAN FUNDS

Charles McDonald Brown Fund

From the Charles McDonald Brown Scholarship Fund the college receives \$1,800 annually. This is to aid worthy young men who are unable to pay their way through college. The applicant must be at least eighteen years of age, in good health, of proven intellectual ability, and must reside in one of the following counties: Rabun, Habersham, Union, Towns, Fannin, Dawson, Murray, White, Lumpkin, Gilmer, Pickens, Cherokee, Forsyth, Stephens, Banks, Hall, Madison and Hart in Georgia, and Oconee, Anderson and Pickens in South Carolina.

All applications for a Brown Fund loan should be sent to the chairman of the Committee, Mr. H. H. Gilbert, Jr., Dahlonega, Ga.

Moore Loan Fund

This fund was donated by Mr. John H. Moore of Dahlonega and formerly a trustee of the college. The purpose of the fund is to provide a limited number of students with that portion of their expenses which they are unable to furnish in cash. Preference is given the graduates of the local Lumpkin County High School. Loan notes bear 4% interest on unpaid balances from date of loan and must be endorsed by two responsible persons. Applications for aid from the Moore Fund should be made to Mr. H. H. Gilbert, Jr., Dahlonega, Georgia.

Pickett and Hatcher Educational Fund

The late Mr. Claud A. Hatcher of Columbus, Georgia created an educational loan fund for the purpose of aiding a large number of worthy students in securing courses in broad liberal college training. Loans are available for students of all classes. Limita-

tions prevent loans being granted to students of law, medicine and for the ministry.

Applications and requests for additional information should be addressed to Pickett and Hatcher Educational Fund, 215 First National Bank Building, Columbus, Georgia.

ADMISSION OF STUDENTS

Freshmen

Students who desire to reserve a room should fill in the application blank to be found at the back of this catalogue, and mail it to North Georgia College, Dahlonega, Georgia. Upon receipt of this application for Admission, and of the \$15.00 advance deposit, quarters in the college dormitories will be reserved. This deposit constitutes part payment of the regular charges for board and room rent; it will be refunded upon request.

Each freshman must be able to furnish the college, through his principal or superintendent, a transcript of his high school record. Blanks for this purpose may be secured from the office of Dean or Registrar, but since the transcript must be sent directly to the college it is customary for the Registrar himself to forward the blank to the high school authority after the student's application and reservation deposit have been received.

Entrance Units

The entrance requirement is graduation from an accredited four-year high school with not less than fifteen units acceptable for college entrance. These units should be distributed as follows:

English	3
Mathematics	2
Science	1
Social Studies	2
Electives	7

Of the two required units in Mathematics, one should be in Algebra. Students considering entering a field of concentration specializing in Mathematics or the physical sciences should offer two units in Algebra and one in Geometry. Freshmen whose

high school transcript show insufficient preparation, must carry Mathematics 105 with either partial or no credit, depending upon the grade earned.

Any freshman whose high school preparation in English Grammar or in reading comprehension is inadequate for successful college work is required to take English Fundamentals, English A, with either partial or no college credit depending upon grade earned in the course.

Admission to Advanced Standing

Students transferring from other colleges should file application for room reservation in usual manner, furnish the Registrar with evidence of honorable dismissal and submit official transcripts of college and high school records previously established. Wherever possible, transcripts should be filed three weeks before date of entrance. A student with honorable dismissal but whose grades average below "C" may be admitted on probation.

Provisional advanced standing assigned a student is dependent upon his later record. Should the quality of work prove unsatisfactory, the advanced standing may be reconsidered and credit appropriately reduced.

Special Students

Applicants, twenty years of age, or over, who are not high school graduates, may be admitted as Special Students provided they satisfy the Committee on Admission of their ability to profit by work of college grade. Entrance requirements must be fully met before special students may become candidates for class rank or degree.

Placement Tests

During Freshman Week, all freshmen are required to take general placement tests in English, Reading, Science and Mathematics. These tests are for the information of the administration in its counseling service and for placement in class sections. Any student without satisfactory excuse for not having taken any test will be charged \$2.00 for each make-up.

Counseling Service

While all members of the faculty serve as advisers of students, certain designated counselors are charged with specific counseling

functions. Upon admission to college, each freshman is assigned to a member of the faculty who serves as his counselor. Normally this counselor serves until the student chooses his field of concentration. The head of the department in which the student chooses to do major work then becomes his adviser.

A student may choose a field of concentration as a sophomore, but will be required to make such a choice before he registers as a junior. After a choice has been made, his program must bear the approval of the head of the department in which he majors and of the Dean. Changes in majors will be permitted only with the approval of the Dean and the heads of the departments involved.

The college seeks to have each individual become familiar with a wide range of information about himself, his interests, his abilities, and his plans or ambitions for the future. By means of a testing service, he is offered facilities which are helpful in discovering these interests and abilities. Information given by these tests will help the student to meet his personal, educational and vocational problems.

Placement Service

Through its placement service the college assists seniors and alumni in securing positions best suited to their abilities and interests. The services of the placement office are available to all who desire guidance in vocational fields.

Correspondence Courses

North Georgia College offers no Correspondence or Home Study courses. Those who cannot enroll for residence work at the college should communicate with Director, Division of General Extension, University System of Georgia, Athens, Georgia.

ACADEMIC REGULATIONS

Credits

Credits are expressed in terms of quarter hours. One quarter hour is the credit given for the work of one hour per week throughout one quarter. A subject that is taken five times a week for one quarter is equal to five quarter hours. Laboratory science and some courses in home economics and business ad-

ministration carry credit value of one hour for each lecture period and one hour for each required laboratory period. For each hour of recitation, two hours of daily preparation are expected.

Grading System

The classroom and laboratory work of all students is graded by letters which may be interpreted as follows:

A	(90-100)	Excellent
B	(80- 89)	Good
C	(70- 79)	Average
D	(60- 69)	Barely passing
F	(0- 59)	Failure. No credit unless course is repeated in class.
WP	(Withdrew Passing)	
WF	(Withdrew Failing)	

I (Incomplete). I indicates the withholding of a grade because of prolonged illness, or the consent of the Registrar or Dean. I must be removed within six weeks, otherwise it automatically becomes F.

Quality Points

Graduation depends upon quality of work done as well as quantity. One quarter hour is the credit given for the work of one hour per week through one quarter. The letter grades have the following values: A, three Quality Points per quarter hour; B, two; and C, one. The grades of D and F carry no Quality Points.

For graduation every candidate for a degree must complete a minimum of 185 quarter hours of academic work with an equal number of quality points, or an average of "C". This is exclusive of Orientation, Basic Military Science and Physical Education. The ratio of quality points to hours of credit cannot be less than one.

A grade of "D" represents work scarcely above failure and does not constitute acceptable credit. Indeed, a grade below "C" actually delays or prevents class promotion and graduation.

College Honor

At North Georgia College a sense of self-respect, dependability and high honor prevails. Hence any degree of dishonesty in academic or military work, or the giving or receiving of unauthorized help in any quiz, test or examination is regarded as one of the most serious offenses that can be committed against the honor of the college and the student group.

Class Attendance

1. REGULAR CLASS ATTENDANCE IS REQUIRED. Absence from class or laboratory lowers grades and makes it more difficult to secure a passing average. In case of unsatisfactory scholarship, for any cause, the instructor is at liberty to require conferences, expect additional preparation or make further assignments as may seem necessary for the student's final success.

2. There are no excused absences or cuts from class or chapel, except those necessitated by trips of athletic teams, the band, the glee club, or debating clubs; illness certified by the physician, Commandant or Dean of Women immediately upon the student's return to college; death or critical illness in the student's family; or permission, secured in advance from the President or his representative. In every case, the student is responsible to his instructors for the satisfactory make-up of all work missed.

3. Unexcused absences may at any time cause the student to be placed on probation or asked to withdraw from college.

4. Courses may not be "dropped." All schedule changes must be approved in advance by the Dean; the student will be held responsible for absences due to irregular change of schedule.

5. Absences are reported daily to the Registrar, who notifies the Dean, the Commandant and the Dean of Women. Each cadet is responsible to the Commandant for all absences, but in the application of the foregoing academic regulations governing absences he is responsible also to the Dean and Registrar.

Absences of the young women are excused only by the Dean of Women or the Dean of the College.

Week-End Visits

The college is regularly in session on Saturdays until 12:00 Noon, exclusive of regularly scheduled holidays.

Experience has shown that frequent visits home or elsewhere are distracting. Parents are, therefore, requested not only to discourage absence from college but to insist upon regular attendance and prompt return to the college when visiting permission is granted. Excessive absence from the campus may endanger academic progress.

PENALTY FEES

Former students who enter after any established registration date pay a fee of \$3.00 for the first day late and \$1.00 each for the second and third days with no exception for any reason unless the student has been unable on account of illness to reach the college at registration periods. Such cases will be excused on doctor's certificate only.

The college calendar is definite as to all opening and closing dates and dates for final examinations. Permission for early departure or late return cannot be granted.

A student desiring to continue his college work after being absent from any class, laboratory or other exercise on the day immediately preceding or immediately following Thanksgiving recess, or any college holiday shall pay the fee of \$2.00 for each day on which the absence occurs. Only illness of the student, certified by the attending physician, constitutes an acceptable excuse. The student may not re-enter classes until this special fee is paid. Indeed, early departure or late return constitutes "absence without leave" and it is often questionable whether such a student should be readmitted.

A student who fails to complete his registration with both the Registrar and the Comptroller on the date specified is subject to the special fees outlined above.

Students failing to report for announced tests and examinations will be required to make up the work and pay a special fee of \$2.00, unless officially absent with leave as indicated on the Morning Report.

Student Work Load

The normal or average schedule of work, including Orientation, is 16 credit hours for Freshmen and 15 hours for Sophomores, exclusive of Basic Military Science and physical education. A freshman whose high school transcript and college place-

ment tests indicate defective preparation will be required to carry a reduced credit schedule for the first quarter.

The normal schedule for Juniors and Seniors is 15 hours each quarter except one quarter in which 18 hours constitute the normal load. Women students of Junior Class rank will carry physical education in addition to these hours.

Each student must schedule at least one-third of his work in the afternoon.

Work Load Variations

Should a student wish to carry a schedule other than the normal load, written request may be filed for:

- (1) A minimum load of 10 credit hours.
- (2) An increase of from 1 to 3 hours; (a) When advanced military science is taken or there is unusual difficulty in making up a practical schedule or when a satisfactory program demands it; (b) An academic average of "B" in at least a normal schedule of work during the preceding quarter.
- (3) In very exceptional cases, 21 hours: Sophomores or upper classmen who (a) have been on the Honors List for at least the two successive quarters immediately preceding; (b) have earned an average of "A" on the work of the preceding quarter.
- (4) Seniors who can otherwise qualify for graduation and the degree may increase the schedule a total of 10 hours provided the extra hours are distributed over the last three quarters of residence.

In no case can a student receive credit in excess of 21 hours a quarter exclusive of Basic Military or physical education.

Reduction of Credit

After a student has earned 125 quarter hours of credit, the following applies to certain lower division courses:

1. Only 3 quarter hours of credit may be earned in any one course.
2. The rule does not apply to students repeating courses, teachers-in-service, or transfer students.

3. The courses are:

Biology 101, 102	Physics 120, 121
Chemistry 100, 101	Physical Education 110, 209,
English 101, 102, 201, 202	210
History 101, 102, 204	Political Science 201
Home Economics 101	Psychology 201
Mathematics 105, 111, 206	Any Modern Language 101, 102

Change of Classification

Individual study programs are changed only by written permission from the Dean after approval of the student's adviser. Courses are not "dropped."

Unless for very exceptional reasons, all changes in study programs must be made during the first ten days of the quarter. Withdrawal from a course after the first four weeks results in a grade of "F" being entered on the permanent record.

Reports

In general, grades below "C" represent work below average—poor, deficient and unsatisfactory. Other than the final report at the close of the quarter, students receive three reports on their class standings and such reports are also sent to parents. These reports—the first preliminary, the mid-term, and the second preliminary—should be regarded as friendly and informative and should serve as suggestive and invaluable guides to students and parents alike.

At the close of each quarter, final reports are mailed to parents or guardians, provided all financial obligations to the college have been met.

REQUIREMENTS FOR RESIDENCE

The following constitute the minimum scholastic conditions, exclusive of Basic Military and required Physical Education, under which students can remain in the college. A student may, however, be dismissed for deficiencies in scholarship even though not automatically excluded under the provisions below indicated.

(1) A student must earn credit in at least one five-hour course to be eligible to register for the succeeding quarter.

(2) Any student who fails to earn at least 10 hours of credit shall be placed on probation for the following quarter. Probation shall continue until a normal load has been passed.

(3) While on academic probation a student must earn at least 10 hours of credit, one-half of which shall carry a minimum grade of "C".

(4) Failure to earn at least 50% of the quality points necessary for a "C" average in a normal load during the three quarters of a college year will debar a student the succeeding quarter. In case a student's work has shown decided improvement in the last quarter, the application of this rule may be discretionary.

(5) Students who fail to meet the above regulations because of illness or because of an approved sub-normal load, may receive such special consideration as their cases merit.

(6) Students dismissed for defective scholarship may register after an absence of one quarter other than the summer quarter. In cases of low scholarship summer study is recommended. Indeed, students excluded because of poor work done during the spring quarter are ineligible for fall quarter registration unless deficiencies are removed during the summer quarter.

Eligibility

To be eligible for intercollegiate and off-campus extra-curricular activities, the student must pass during the preceding quarter, and with an average of "C", at least ten of the fifteen hours of the usual normal load. However, a student with at least one "C" and whose grades showed marked improvement for the last half of the preceding quarter, and who maintains an average of "C" beginning with the first grade period of the current quarter, may be declared eligible under probation. (Such eligibility to become effective only after first reports are established.)

The special eligibility requirement for editor or business manager of student publications is an average of "C" for the preceding quarter. This applies both for appointment and for continued tenure.

HONORS AND AWARDS

HONORS LIST.

Students who carry a normal and regular study schedule and who during any quarter establish a grade-ratio of 2.0 with no

grade below C, and are satisfactory in Basic Military Science and Physical Education, are placed upon the Honors List. The Honors List is published each quarter.

SCHOLASTIC HONOR BARS.

As a recognition of substantial scholarship, Scholastic Honor Bars are awarded annually and will be presented at Commencement or other appropriate occasion to members of the various classes who remain on the Honors List for three consecutive quarters:

- (1) Red Bar to members of the Freshman Class;
- (2) White Bar to Sophomores;
- (3) Blue Bar to Juniors;
- (4) Gold Bar to Seniors.

SPECIAL RECOGNITION.

Students whose work has been consistently superior receive Special Recognition on Commencement Day. To qualify for this Citation, freshmen must earn at least 120 quality points on a normal and regular schedule; sophomores, 240 quality points during the two years; juniors, 350 quality points during the three years.

SENIOR HONORS.

Candidates for the degree after four years at North Georgia may be graduated with special senior honors provided the following grade-ratios have been established. Grade ratio of 2.0—Cum Laude; ratio of 2.45—Magna Cum Laude; ratio of 2.9—Summa Cum Laude.

Transfer students who have been in residence for at least the junior and senior years and have established the following grade-ratios may be graduated with senior honors: Grade-ratio of 2.25—Cum Laude; ratio of 2.7—Magna Cum Laude.

CLARK MATHEMATICS MEDAL.

This medal was donated to the college about sixty years ago by the late Hon. Harlow Clark. It is annually awarded to the student who establishes the highest scholastic average in Mathematics above Mathematics 105 and including Mathematics 345.

FACULTY CITIZENSHIP AWARD.

This award in the form of a key is given each year to a graduating senior, selected by the entire faculty, who has been out-

standing in general campus citizenship. The senior's name is engraved on a plaque which remains with the college in honor of those who have been selected.

This award was made possible by Captain H. E. Hawkins of the Class of '33 as a token of his gratitude to the college faculty during the years of his attendance.

GOOD CONDUCT BARS.

This bar is awarded to cadets at the end of their first year, based upon their compliance with regulations formulated by the Professor of Military Science and Tactics and the Commandant.

PUBLIC SPEAKING CASH PRIZE.

A cash prize is annually donated by a friend of the College; this is awarded at Commencement for excellence in public speech.

FORENSIC SENATE AWARD.

Each year the Forensic Senate awards a plaque to the student who is outstanding in written or oral communication. The award is open to students excelling in radio work, dramatics, public speech, journalism or research.

THE "Y" CUP.

The Memorial Committee of the North Georgia College Y. M. C. A. annually awards its Memorial trophy to the student whose campus influence has been outstanding. The basis of the award is high scholastic average, interest in literary activities, general campus influence and quality of religious leadership, within both the college and the community.

Honors Day

In recognition of those students who have made an average of B with no grade lower than C for the two preceding quarters, Honors Day will be observed during the spring quarter. In honor of this group some distinguished speaker will be invited to deliver an address, and the names of the students will be printed on the special Honors Day Program.

Class Membership

Class membership is determined by the type of courses completed and by the hours of credit earned with at least an equal number of Quality Points. The minimum requirements for class

membership are: Freshman, less than 40 hours; Sophomore, 40-84 hours of the Basic Curriculum; Junior, completion of at least 85 Basic Curriculum hours with an equal number of Quality Points; Senior, 132 hours and above.

REQUIREMENTS FOR GRADUATION

Degrees

The college offers sequences of courses leading to two degrees, the Bachelor of Arts (A.B.) and the Bachelor of Science (B.S.)

Basic Curriculum

The requirements of the Freshman and Sophomore years total approximately 90 quarter hours, exclusive of Orientation. Basic Military Science (men) and physical education (women). This Basic Curriculum, with few modifications, is required of freshmen and sophomores, and the completion of at least 85 of these basic hours, with an equal number of Quality Points, is prerequisite to Junior Class standing.

English	20 hours
Social Science	15 hours
Modern Language, until completion of degree requirements, or specific re- quirements of degrees not requiring language	20 hours
Mathematics	10- 5 hours
Science	15 hours
Approved electives	10-15 hours
Total	90 hours

Language, where required for the degree, should be started not later than the beginning of the Sophomore year. Any language exemptions earned through high school language credit or superior college work may be utilized for additional electives.

Interpretation of Language Requirements

(1) For the A.B. and the general B.S. degrees, the language requirement is 20 hours in one language combined in high school

and college. A student who passes the language Placement Test may satisfy this requirement with 10 hours in the intermediate courses of the language offered for entrance. The minimum language credit that can be earned in college is thus 10 hours in one language.

The above maximum (20 hours) may be reduced 5 hours provided college language grades average B (30 Quality Points), or above and provided not less than 10 hours in one language be in college.

(2) For the Pre-Medical curriculum the minimum requirement is 15 hours with not less than 10 hours in college.

(3) After 10 hours of language credit in college have been earned a student may be given a standardized proficiency test. Attainment of the fixed exemption score will excuse the student from further language requirements.

Majors and Minors

Not later than the third quarter of his sophomore year, each student chooses a field of Major Study in which must be completed at least 50 hours. Within this field, under the direction of the department head the student selects a Departmental Major of at least 30 hours and a closely related Departmental Minor of at least 20 hours. In Business Administration and Home Economics the Major and Minor are in the same field.

Detailed information as to majors is given as a preliminary statement under the department or is contained in the outline of degree requirements. The specific courses constituting the "related Minor" will be determined by conference with the major and minor department heads, and approval of Dean.

In general, the requirements of the Basic Curriculum do not count as Major or Minor hours.

The student must maintain a minimum average of "C" in his concentration field and take at least one quarter of work, 15 hours, in his major subject during the Senior year.

The concentration program, both required and elective courses, must be approved by the student's adviser and by the Dean of the college. The program then becomes a requirement for the degree. All approvals must be in writing and filed in the Office of the Registrar.

No major or minor may be changed without written recommendation from the major professor and approval of the Dean.

Such changes will usually not be permitted later than the third quarter of the Junior year. The change will probably result in loss of credit required for the degree and may necessitate an additional quarter or more to meet the full outlined requirements of the proposed new program.

Major Work and the Degree

Formal commencement is held one time per year, and degrees are conferred on this occasion.

The Bachelor of Arts degree is conferred when major work is completed in English, History, French, Spanish, or Mathematics.

The Bachelor of Science degree is conferred when the major program is Biology, Chemistry, Physics, Mathematics, Business Administration, Secretarial Science, Home Economics, Education, Physical Education, or Psychology.

A standard three-years' pre-medical program is offered, but the degree of Bachelor of Science may be conferred on the completion of the fourth year of pre-medical work. The degree may also be awarded upon the full completion of the first year's work in a standard, approved school of medicine.

Candidacy for the Degree

Membership in the Senior Class does not within itself imply candidacy for the degree. Before the degree can be conferred all indebtedness must be met and the published requirements for the particular degree fulfilled. Responsibility for meeting these requirements rests upon the student and each candidate should check with the Registrar and also the Dean of the college his program for graduation three quarters before the date of graduation. A final checking with each official should be made at the beginning of the student's last quarter. Failure to meet these obligations will cause the student to assume responsibility in case of error or omission in his program.

Application for Degree

Formal written application for the degree must be filed with the Registrar at least six months before the student expects to complete the full outlined degree requirements. Special blank forms for this application may be secured from the Registrar.

Requirements for the Degree

For the Bachelor of Arts or the Bachelor of Science degree the student must complete the requirements of the Basic Curriculum of the Freshman and Sophomore years and all Junior and Senior prescribed courses; must fulfill the major and minor requirements, and offer sufficient approved elective courses to bring the total number of credit hours to at least 196. These hours include Orientation required of all freshmen (1 hour), Basic Military Science and Physical Education (10 hours) required of freshman and sophomore men, and work in Physical Education required of freshman and sophomore women (10 hours).

As a part of the required 196 hours, all men must offer 18 hours in Advanced Military Science, unless excused because of physical disability or because veterans or advanced transfer students request and receive exemption.

If because of physical disability or other reason, a student is excused from Basic Military Science or Physical Education, a like number of academic hours must be substituted.

All seniors are required to write the Graduate Record Examinations. The law of Georgia requires that all candidates for the degree pass a written examination on the Constitution of the United States and the Constitution of Georgia, unless exemption has been earned through credit in courses dealing with these constitutions. These examinations will be given February 26, 1954. A series of lectures will be given in order to aid students in preparing for the examination.

Courses numbered 300 and above constitute the normal Junior and Senior student program. Courses of lower number should not total more than 25 hours.

Unsatisfied required courses take precedence over elective courses.

Transfer students must complete a minimum of 45 hours in residence during their last three quarters.

Not more than 40 quarter hours of the work for a degree may be taken in Extension or by Correspondence. No work by Extension or Correspondence will be accepted after a student has reached senior status.

Graduation depends upon quality of work done as well as quantity. Every candidate for the degree must complete at least 185 hours of academic work, exclusive of Orientation, Basic Military Science and Physical Education. In these hours of

academic work, 185 or more, each candidate for the degree must earn an equal number of Quality Points. A minimum average of "C" must be maintained during the last three quarters regardless of the number of Quality Points previously earned. Not more than twenty-five per cent of the credits offered for graduation may be of "D" grade.

No student may be declared a graduate of the college until all requirements for entrance and for graduation have been met, the degree conferred and the diploma awarded. The graduation fee is \$7.50. Each candidate must be present at graduation unless excused in writing by the Dean.

COURSE REQUIREMENTS FOR DEGREE

Bachelor of Arts Degree

English 101, 102, 201, 202	20 hours
Mathematics (Men) 111, 206 or 105, 111	10- 8 hours
Mathematics (Women) 111 or 105	5- 3 hours
*Modern Language	10-20 hours
Science	15 hours
Social Science 101, 102, 204	15 hours
Philosophy 308	5 hours
Political Science 201	5 hours
Psychology 201	5 hours
Orientation	1 hour
Basic Military Science or Physical Education	10 hours
Departmental Major	30 hours
Departmental Minor	20 hours
Approved Electives (Men)	52-40 hours
Approved Electives (Women)	57-45 hours
*See Interpretation of Language Requirements.	
Minimum total, including Advanced Military if required, 196 hours.	

Bachelor of Science Degree

(GENERAL)

English 101, 102, 201, 202	20 hours
Mathematics 111, 206 or 105, 111	10- 8 hours
*Modern Language	10-20 hours
Science	20 hours
Social Science 101, 102, 204	15 hours
Philosophy 308 or American History	5 hours
Psychology 201	5 hours

Orientation	1 hour
Basic Military Science or Physical Education.....	10 hours
Departmental Major	30 hours
Departmental Minor	20 hours
Approved electives	52-40 hours

*See Interpretation of Language Requirements.

Minimum total, including Advanced Military if required, 196 hours.

Bachelor of Science Degree

(BUSINESS ADMINISTRATION)

English	20 hours
Mathematics (Men) 111, 206 or 105, 111.....	10- 8 hours
Mathematics (Women) 111 or 105.....	5- 3 hours
Political Science 201	5 hours
Science	15 hours
*Modern Language	10-20 hours
Social Science 101, 102, 302 or 303.....	15 hours
Business Administration 160, 206, 207, 265, 266, 302, 340, 350, 360, 362, 430, 460, 470, 480, 490.....	75 hours
Orientation	1 hour
Basic Military Science or Physical Education.....	10 hours
Approved electives (Men).....	37-25 hours
Approved electives (Women).....	42-30 hours

*See Interpretation of Language Requirements.

It is recognized, however, that there are students with highly specialized vocational interests. In these cases, upon the written recommendation of the Department Head, the Dean may permit the substitution of courses in the field of advanced accounting, business correspondence, consumer economics, and corporation finance for an equal number of hours in modern language.

Minimum total, including Advanced Military Science if required, 196 hours.

Bachelor of Science Degree

(SECRETARIAL SCIENCE)

English 101, 102, 201, 202.....	20 hours
Mathematics (Men) 111, 206 or 105, 111	10- 8 hours
Mathematics (Women) 111 or 105.....	5- 3 hours
Political Science 201.....	5 hours
Psychology 201	5 hours
Science	15 hours
Social Science 101, 102.....	10 hours
Business Administration 160, 206, 207, 265, 266, 302, 350, 362, 460, 480.....	50 hours

Secretarial Science 320, 321, 322, 312, 314, 315, 416,
420, 424 36 hours

Orientation 1 hour

Basic Military Science or Physical Education 10 hours

Approved electives 41-34 hours

Minimum total, including Advanced Military Science if required, 196 hours.

Bachelor of Science Degree

(PRE-MEDICAL)

Under the Department of Biology is outlined a standard three-years' pre-medical program, but since many schools of medicine require a college degree for admission, students of North Georgia College are given opportunity to complete a fourth year and receive the Bachelor of Science degree. Below is outlined the work of the first three years and also that of the fourth or Senior year.

Three Years' Program

English 101, 102, 201, 202..... 20 hours

*French or German 10-15 hours

Mathematics 111, 206 or 105, 111 10- 8 hours

Psychology 201 5 hours

Social Science 101, 102, 201 or 204 15 hours

Chemistry 201, 202, 203, 204, 301, 302 30 hours

Physics 223, 224, 225 15 hours

Zoology 220, 321, 322, 401..... 21 hours

Botany 221 5 hours

Orientation 1 hour

Basic Military Science or Physical Education 10 hours

Approved electives 20-10 hours

*See Interpretation of Language Requirements.

Advanced Military Science (men) to be taken during the third year.

Senior Pre-Medical Year

A student having fully completed the Three Years' Pre-Medical program and who remains for the Senior Pre-Medical Year and the B.S. degree should complete a major in Chemistry or Biology, and take other advanced courses to give a schedule of at least 45 hours for the senior year. This schedule for men should include Advanced Military Science.

Minimum total, including Advanced Military Science if required, 196 hours.

Bachelor of Science Degree (HOME ECONOMICS)

English 101, 102, 201, 202.....	20 hours
Biology 220, 390 (and 5 hours to be selected from any science).....	15 hours
Mathematics 111 or 105.....	5- 3 hours
Physics 120.....	5 hours
Psychology 201.....	5 hours
Social Science 101, 102, 204.....	15 hours
Public Speaking 211.....	5 hours
Home Economics 101, 202, 205, 222, 275, 293, 300, 306, 323, 325, 411, 420, 445, 490.....	66 hours
Orientation.....	1 hour
Physical Education.....	10 hours
Approved electives.....	50 hours
Specified electives needed for certain curricula should be selected as follows:	

Home Service: Business Administration 330,
Secretarial Science 312, 314.

Textile: Chemistry 101, 300.

Food: Bacteriology 324, Chemistry 101, 300.

Students who expect to teach should take as electives 30 hours in Secondary Education.

Minimum total, 196 hours.

THREE YEAR PROGRAM Leading Toward Bachelor of Science Degree (SECONDARY EDUCATION)

Students wishing to obtain a four-year professional secondary school teacher's certificate may complete three years' work at this institution. The fourth year should be completed at an institution having an approved program for the training of secondary teachers.

Orientation.....	1 hour
English 101, 102, 201, 202, 211.....	25 hours
Mathematics	
(a) Men—111, 206, or 105, 111.....	10- 8 hours
(b) Women—111 or 105.....	5- 3 hours
Science.....	15 hours
Social Science 101, 102, 201, 204.....	20 hours
Psychology 201, 302.....	10 hours
Economics, Geography or Philosophy.....	5 hours

Health Education	5 hours
Education 204, 305, 309, 312.....	20 hours
Basic Military Science or Physical Education	10 hours
Teaching Major and/or Minor	25 hours

Bachelor of Science Degree

(ELEMENTARY EDUCATION)

Orientation	1 hour
English 101, 102, 201, 202	20 hours
Mathematics	
(a) Men	8 hours
(b) Women	3 hours
Natural Science	15 hours
Social Science 101, 102, 201, 204	20 hours
Economics or Sociology	5 hours
Psychology 201, 301	10 hours
Education	35 hours

Approved specialized courses for elementary teachers (To be selected from these fields: Geography, American History, Health Education, Physical Education for the Elementary School, Nutrition, Speech, Children's Literature, Conservation, Nature Study, Science for the Elementary School, Public School Music and Public School Arts and Crafts)..... 50 hours

Consumer Problems	5 hours
Basic Military Science or Physical Education	10 hours
Approved Electives	22-18 hours
Courses in Education must include 204, 305, 311, and 421.	

Education 431 is required of all pre-service trainees. Students who have had at least a year of teaching experience may upon approval of the head of the Education Department and the Dean substitute workshop experience for this course.

Bachelor of Science Degree

(PHYSICAL EDUCATION)

English 101, 102, 201, 202	20 hours
Biology 101, 102, 323, 390	20 hours
Mathematics (Men) 111, 206, or 105, 111	10- 8 hours
Mathematics (Women) 111 or 105	5- 3 hours
Psychology 201	5 hours
Public Speaking 211	5 hours
Social Science 101, 102, 201, or 204	15 hours
Orientation	1 hour

Basic Military Science or Physical Education.....	10 hours
Physical Education Major.....	45 hours
Teaching Major	35 hours
Approved electives (Men).....	32-30 hours
Approved electives (Women).....	37-35 hours

Of these electives 15 hours in Education are recommended; also Chemistry or additional Biology if the student's schedule permits.

Minimum total, including Advanced Military Science, if required, 196 hours.

Certification of Teachers

NORTH GEORGIA COLLEGE IS ON THE LIST OF COLLEGES WHOSE GRADUATES WITH A B.S. DEGREE IN ELEMENTARY EDUCATION WILL BE ISSUED THE FOUR-YEAR PROFESSIONAL CERTIFICATE UPON THE RECOMMENDATION OF THE HEAD OF THE DEPARTMENT OF EDUCATION.

Other graduates who have done sufficient work in their teaching field and have completed at least three background courses in education will be issued the four-year provisional certificate. These courses are Introduction to Education, Educational Psychology, School and Society, and Elementary School Curriculum (for elementary teachers) or Secondary School Curriculum.

Students who have completed three years of college may be eligible for the three-year provisional elementary certificate provided they have completed at least two of the background courses in education and a minimum of six approved specialized courses for elementary teachers.

Two-year provisional elementary certificates may be issued to individuals who have completed their sophomore year including Introduction to Education and at least three approved specialized courses for elementary teachers.

Four-year professional certificates are valid for five years. All Provisional Certificates will be valid for one year and renewable upon completion of two courses of additional study toward a higher certificate.

Students with certification problems are advised to confer with the head of the Department of Education.

DESCRIPTION OF COURSES

Guidance

100. ORIENTATION.

1 hour

Fall Quarter.

Two hours of recitation per week.

A procedure will be followed in this course to: build up skills and proper attitudes in study habits in the various fields of study; give instruction in the use of the library, with emphasis on how to use the card catalogue and reference books, and prepare a bibliography; acquaint the student with the aims, purposes, organization and regulations of the college; provide a time in which to gather information from the freshman which is necessary for proper guidance.

This course is required of all freshmen.

Department of Biology

MAJOR REQUIREMENTS:

A major in Biology consists of 36 hours chosen from the following courses: Biology 220, 321, 322, 320, 324, 426, 400, 401, 402, 323, 390, and Botany 221, 222, 343.

Human Biology 101-102 should be included in the Basic Curriculum.

101-102. HUMAN BIOLOGY. 5-5 hours

Biology 101, Fall, Winter and Spring Quarters; Biology 102, Fall, Winter and Spring Quarters. Lectures, laboratory demonstrations, conferences.

The aim of this course is to give the student some acquaintance with the vital phenomena in general and their application to the human organism. The first half will deal particularly with the problems of the individual. Its subject matter will include an introduction to the fundamental facts of biology, human anatomy, and physiology, and the maintenance of health in the individual. The second half will deal with problems of the racial life of man. In this phase of the course will be included studies of public health problems, reproduction, genetics and eugenics, and racial development.

220. GENERAL ZOOLOGY. 5 hours

Fall Quarter.

Four lectures and two laboratory periods of two hours each per week. An introductory course preceding other courses in the department, in which the fundamental facts of the structure and activities of lower animals are stressed. The student will acquire technique of dissection and learn to use the microscope.

303. NATURE STUDY. 5 hours

Summer Quarter.

Lecture, laboratory and field studies of plants, animals and other aspects of nature as they affect our everyday life. Designed especially for teachers.



Instruction



321. COMPARATIVE ANATOMY OF THE VERTEBRATES. 6 hours
Winter Quarter.

Four lectures and two laboratory periods of three hours each per week. A course especially for pre-medical students and biology majors, who need preparation for more intensive study of human anatomy. Representative vertebrates will be dissected and studied in the laboratory.

Prerequisite: Zoology 220.

322. ANATOMY OF THE CAT. 5 hours
Spring Quarter.

Three lectures and two laboratory periods of three hours each per week. The course is divided into osteology, myology, visceral anatomy, vascular and nervous systems.

Prerequisite: Zoology 321.

323. HUMAN ANATOMY AND PHYSIOLOGY. 5 hours
Fall Quarter.

Four lectures and two laboratory periods of two hours each per week. An advanced course in the general structure and function of the human body.

Prerequisites: Biology 101, 102 or Zoology 220.

324. INTRODUCTORY BACTERIOLOGY. 6 hours
Fall Quarter.

Four lectures and two double laboratory periods per week. Introduction to bacteriological principles and technique will be given. The course is designed for students in Home Economics, Technicians and biology majors.

Prerequisites: Two courses in Chemistry and two courses in Biology.

426. TECHNICIAN COURSE. 5 hours
Spring Quarter.

Three lectures and two laboratory periods of two hours each per week. The course includes a working knowledge of the following: Medical bacteriology, medical biology, parasitology, blood counts and blood typing. Blood sugar and hemoglobin determination, sanitary surveys, preparation of temporary and permanent tissue mounts and urinalysis.

Prerequisites: Bacteriology and one course in Organic Chemistry.

320. GENETICS. 5 hours
Spring Quarter.

Five lecture hours and demonstration per week.

Elementary principles of heredity and their relationship to plants and animal breeding, with brief extension into human heredity.

Prerequisite: One basic course in Biology.

Not open to freshmen.

221, 222. BOTANY. 5-5 hours

Fall and Winter Quarters. Four hours of lecture and five of laboratory per week.

A survey of the plant kingdom with emphasis upon the economic plants. Botany 221 deals primarily with the structure and physiology of seed bearing plants. Botany 222, a continuation of Botany 221, places emphasis on development, reproduction and relationships.

343. PLANT PHYSIOLOGY. 5 hours

Spring Quarter.

Two lectures and three double laboratory periods per week.

A study of the various aspects of the physiological processes occurring in plants.

Prerequisite: Botany 221-222.

390. HEALTH EDUCATION. 5 hours

Winter and Summer Quarters.

This is a study of the human body, plan and posture, individual development, body functions and systems, exercises and rest, conditioning and training, bathing, narcotics and drugs, work and recreation, sex and social hygiene, body resistance and immunity. Food, water, air and climate, sewage and garbage disposal, communicable disease, vital statistics, and legal and social regulations pertaining to personal and community health.

400. ANIMAL HISTOLOGY. 5 hours

Winter Quarter.

Three lectures and two double laboratory periods per week. A study of histological structure of organ systems in the higher vertebrate groups.

Prerequisite: Zoology 322.

401. GENERAL EMBRYOLOGY. 5 hours

Spring Quarter (alternating with Entomology 402).

Three lectures and two double laboratory periods per week. A study of the germ cells and early developmental stages of vertebrates. Emphasis on organogeny of the chick, pig, and man.

Prerequisite: Zoology 220-321.

Not offered 1953-54.

402. ENTOMOLOGY. 5 hours

Spring Quarter.

A study is made of the insects and related arthropods as they affect the public health and animal and plant industry. Three lectures and two laboratory periods of two hours each per week.

This course is planned for biology majors, especially for those who may wish to go into public health work.

Prerequisite: Zoology 220.

Pre-Medical Studies

(THREE YEARS)

In general, the pre-medical course in both quantity and quality must be such as to make it acceptable as the equivalent of the first three years of the course leading to the degree of Bachelor of Science or Bachelor of Arts in approved colleges of arts and sciences.

Upon completion of the first year's work in the school of medicine, the student is eligible to receive the Bachelor of Science degree.

The following courses are considered normal for the average student enrolled in the three-year Pre-medical Course:

English 101, 102, 201, 202.....	20 hours
*French or German.....	10-15 hours
Mathematics 111, 206 or 105, 111.....	10- 8 hours
Psychology 201.....	5 hours
Social Science 101, 102, 201 or 204.....	15 hours
Chemistry 201, 202, 203, 204, 301, 302.....	30 hours
Physics 223, 224, 225.....	15 hours
Zoology 220, 321, 322, 401.....	21 hours
Botany 221.....	5 hours
Orientation.....	1 hour
Basic Military Science or Physical Education.....	10 hours
Approved electives.....	20-10 hours

*See Interpretation of Language Requirements.

Advanced Military Science (men) to be taken during the third year.

Senior Pre-Medical Year

A student having fully completed the Three Years' Pre-Medical program and who remains for the Senior Pre-Medical Year and the B.S. degree should complete a major in Chemistry or Biology, and take other advanced courses to give a schedule of at least 45 hours for the senior year. This schedule for men should include Advanced Military Science.

Minimum total, including Advanced Military Science if required, 196 hours.

Department of Business Administration

The department of Business Administration offers a program of study that is designed to equip its students for beginning useful careers in business and industry at graduation and, at the same time, to instill a command of fundamentals upon which they may build for subsequent advancement to positions of responsibility.

In attempting to attain these objectives the curriculum for the B.S. degree with a major in Business Administration includes in addition to

basic courses in English, government, history, mathematics, and science, a well-integrated program of business administration courses including relatively specialized concentrations in accounting, distribution and finance.

The curriculum for the B. S. degree with a major in Secretarial Science includes in addition to basic courses in English, government, history, mathematics, psychology, and science, a comprehensive concentration in secretarial courses. It further includes a well-integrated sequence of general business courses.

160. INTRODUCTION TO BUSINESS. 5 hours

Spring Quarter.

This course is designed to assist students in making an intelligent choice of future careers and to provide an introductory view of the tasks of the business executive, and the methods he employs in accomplishing these tasks. Forms of business organization, plant location, finance, production, administration of personnel, marketing, and other basic elements of business management are the major topics emphasized.

206. ACCOUNTING. 5 hours

Fall and Winter Quarters.

An elementary course in the procedures and methods of maintaining accounting records and the preparation of accounting reports with emphasis on accounting for proprietorships. Recitation three hours a week; laboratory six hours.

207. ACCOUNTING. 5 hours

Fall, Winter and Spring Quarters.

A continuation of Business Administration 206 with emphasis on payrolls, taxes, partnership and corporate accounting procedures, and on accounting methods for manufacturing activities. Recitation three hours a week; laboratory six hours.

Prerequisite: Business Administration 206.

265. ECONOMICS. 5 hours

Fall and Winter Quarters.

This course provides a theoretical understanding of economic institutions and problems of the American capitalistic system. It concentrates on inflation and depression; family income and national income; wages, prices and profit; conditions that will lead to economic progress, and the efficient use of all our resources.

266. ECONOMICS. 5 hours

Winter and Spring Quarters.

A continuation of Business Administration 265 with emphasis on the problems of pricing the national productive output, pricing of the production factors, international trade and finance, and alternate economic systems.

302. ECONOMIC GEOGRAPHY. 5 hours

Spring Quarter.

A study of the effects of man's physical environment on his economic activity to develop a basis for a better understanding of world production in agriculture, forestry, mining, and manufacturing. Distribution of the world's physical features, mineral resources, soils, and climates are the major topics emphasized; while the economic geography of selected places in various parts of the world is considered in greater detail.

330. CONSUMER ECONOMIC PROBLEMS. 5 hours

(On Demand).

This course is designed for teachers as well as for those who desire a detailed study of consumer problems. The more important elements of consumer education are reviewed, including: consumers' goods, consumers' services, buying problems, consumer organization, problems of personal finance, and well-balanced spending programs.

340. MATHEMATICS OF FINANCE. 5 hours

Fall Quarter.

A study of simple and compound interest, simple discount, annuities, amortization, sinking funds, valuation of bonds, life annuities and insurance.

Prerequisites: Business Administration 265 and Mathematics 105 or 206 and 111.

350. PRINCIPLES OF MARKETING. 5 hours

Fall Quarter.

A functional study of market organization designed to introduce the student to the major institutions and basic theory in the field of marketing. Different levels of marketing, organizations operating at each level and their functions, price policy, marketing cost, and relative efficiency of various marketing methods are the principal topics emphasized.

Prerequisites: Business Administration 265 and 266.

360. STATISTICAL METHODS. 5 hours

Winter Quarter.

A course in statistical materials and methods with special reference to the economic applications of these methods. Topics covered will include: collection, tabulation, and presentation of data; sampling theory; frequency distribution; averages; dispersion and skewness; index numbers; the analysis of time series; correlation methods; confidence limits; and test of significance.

362. BUSINESS LAW. 5 hours

Spring Quarter.

A study of contracts, sales, bailments, negotiable instruments, the law of employment, partnerships and corporations, and risk bearing de-

vices. Several digests of decided cases are studied with each topic to make the discussion of principles specific and meaningful. Reference is made to modern legislation affecting business and the employers.

380. INTERMEDIATE ACCOUNTING. 5 hours

Fall Quarter.

An advanced study of detailed corporate accounting procedures and a study of the general procedures and practices that constitute acceptable accounting and reporting for all types of business organization.

Prerequisites: Business Administration 206 and 207.

390. ADVANCED ACCOUNTING. 5 hours

Winter Quarter.

A more advanced study of accounting procedures with attention given to the more difficult and specialized phases that arise in consignments, installment sales, insurance, larger organizations, foreign trade, estates and trust and liquidations.

Prerequisite: Business Administration 380.

395. AUDITING. 5 hours

(On Demand)

A course in the theory and practice of professional and general auditing. The student will gain the basis for the expression of a general opinion regarding the conformity with accepted accounting procedure of statements prepared by a corporation or other form of business. Auditing standards, internal control, government regulation, and formal report writing.

Prerequisites: Business Administration 206 and 207.

426. COST ACCOUNTING. 5 hours

(On Demand)

A study of the theory and practice of accounting for the costs of manufacturing and selling. The treatment of labor, material, and overhead costs in both job-order and process industries receive detailed consideration. Designed to develop an appreciation of the uses of cost information in the administration and control of business organizations.

Prerequisites: Business Administration 206 and 207.

430. SALESMANSHIP. 5 hours

Spring Quarter.

A study of scientific methods of salesmanship. Analysis of prospects, knowledge of merchandise and its uses, preparation of sales talks, methods of approach and securing attention and interest, methods of handling objections and closing sales, and the selecting and training of salesmen are the major topics emphasized.

460. MONEY AND BANKING. 5 hours

Fall Quarter.

A study of monetary standards, supply and value of money, problems of inflation and deflation, currency system of the United States, commercial banks and credit market, Federal Reserve System, international payments and the international monetary fund, exchange rates and control, International Bank for Reconstruction and Development, money and the interest rate, and monetary theory with special reference to the theories of Fisher and Keynes are the major topics.

Prerequisites: Business Administration 265 and 266.

465. CORPORATE FINANCE. 5 hours
(On Demand)

A study of the financial organization and management of business; types of securities and their uses; problems of capitalization; promotion; the underwriting syndicate; securing new capital; sinking funds and refunding operations; methods of consolidation; causes of failure; and receivership and reorganizations.

470. INVESTMENTS. 5 hours

Winter Quarter.

The purpose of this course is to provide training in the formulation of investment programs and the determination of policy adapted to the student's individual needs. The principal topics studied include sources of information for the investor, types of securities, security markets and their operation, movement of security prices, types of industries and their characteristics, analysis of financial statements, and investment principles and safeguards.

Prerequisites: Business Administration 265 and 266.

480. RETAILING. 5 hours

Winter Quarter.

A study of the merchandising problems, policies, and procedures of the various retailing institutions. Selection of a location for, internal layout and organization of retail establishments, merchandising policies, store policies toward the public, and training and management of personnel are the major topics emphasized.

Prerequisites: Business Administration 265 and 266.

490. LABOR PROBLEMS. 5 hours

Winter Quarter.

A study of the origin of the labor problem, labor's grievances, unemployment, wages, hours, accidents and disease, labor's organization and economic and political program, employers' effort to combat unionism and to meet labor's grievances, and government and legislation.

Prerequisites: Business Administration 265 and 266.

Courses in Secretarial Science

312. BEGINNING TYPEWRITING. 2 hours
Fall Quarter.
A practical course in typewriting with emphasis on the technique of machine operation, speed, accuracy, and continuity of movement. Introduction to business letter forms.
314. INTERMEDIATE TYPEWRITING. 2 hours
Winter Quarter.
Further study of the theory and techniques of typewriting, including a thorough study of business letter forms, tabulated material and manuscripts. A speed of 45 words a minute is required.
Prerequisite: Secretarial Science 312.
315. ADVANCED TYPEWRITING. 2 hours
Spring Quarter.
A continuation of Secretarial Science 314 with emphasis on the development of speed and accuracy sufficient for vocational use. A speed of 60 words a minute is required. Open for credit to secretarial students only.
Prerequisite: Secretarial Science 314.
320. BEGINNING SHORTHAND. 5 hours
Fall Quarter.
The theory of Gregg Shorthand with sufficient practice to develop skill in writing at a speed of 60 words a minute. Secretarial duties and traits are given some consideration. Personal use as well as vocational values emphasized. Credit not given until Secretarial Science 321 is completed.
321. INTERMEDIATE SHORTHAND. 5 hours
Winter Quarter.
A continuation of Gregg Shorthand with sufficient practice to develop a speed of (minimum) 80 words a minute in dictation required.
Prerequisite: Secretarial Science 321.
322. ADVANCED SHORTHAND. 5 hours
Spring Quarter.
A continuation of Secretarial Science 321. Rapid dictation and transcription. A speed of 100 words a minute required.
Prerequisite: Secretarial Science 321.
416. BUSINESS CORRESPONDENCE. 5 hours
Fall Quarter.
Practice in the use of correct and forceful English in writing business

letters and reports. Study and analysis of sales, credit, adjustment, and application letters and business reports.

Prerequisites: English 101 and 102.

420. AN INTRODUCTORY COURSE COVERING VARIOUS TYPES OF
MACHINES AND THEIR USES. 5 hours
(On Demand).

Students receive instruction and do individual work on each of the following machines: adding, calculator, transcribing (Ediphone and Dictaphone), recording, bookkeeping, billing, and mimeograph, and others common to the modern business office.

Prerequisites: Secretarial Science 315 and 322.

424. ADVANCED SECRETARIAL PRACTICE. 5 hours
Spring Quarter.

This course combines shorthand and typewriting in the transcription of shorthand notes and the development of office proficiency. Various activities of the modern office will be observed with special emphasis placed on the principles, procedures, and systems of filing with sufficient practice with laboratory sets to develop facility and skill.

Prerequisites: Secretarial Science 315 and 322.

Department of Chemistry

The Department of Chemistry offers work leading to the profession of Chemistry. It also offers pre-professional courses for Home Economics, Medicine, Dentistry, Engineering, Agriculture, and other fields.

The Professional Curriculum

If a student pursues the professional curriculum, it is presumed that the student wishes to become a professional chemist. The chemistry courses which should be taken are: 201, 202, 203, 204, 205, 301, 302, 303, 304, 305, 401, 402, 406. A student should also take mathematics 111, 206, 222, 345, and 346. The physics requirements are 223, 224, and 225. A student can complete minor requirements by taking one more mathematics course or physics course. The student is urged to take one or more laboratory courses in biology. The required foreign language is German. A student following the professional curriculum should maintain a B average at least in the last two years, and if he does not do so, he may be asked to discontinue this program. After finishing his B.S. degree with a major in chemistry the student is urged to secure the M.S. or Ph.D. degree at some institution of higher learning in preparation for his career in chemical industry or research.

The Nonprofessional Curriculum

This curriculum is designed for those students who wish to study chemistry but who will probably not follow chemistry as a profession. Such students might be pre-medical, pre-engineering, army career, laboratory technician, high school teaching, or other students. The chemistry courses which should be taken are: 201, 202, 203, 204, 301, 302, and 400. One to three additional courses would be desirable. A student must also take Mathematics 111 and 206, Physics 121, and Biology 220. For the nonprofessional curriculum any foreign language is acceptable. By taking one or two summers of additional work the student could complete the professional curriculum.

A Minor in Chemistry

A minor in chemistry consists of chemistry 201, 202, 204, and 300. Any departure from these four courses must be by the consent of both the major and minor professor.

100. INTRODUCTION TO CHEMISTRY. 5 hours

Fall and Spring Quarters.

A course surveying Chemistry in one quarter for non-science majors. It will cover the applications of Chemistry in every day living. Scientific thinking, the philosophy of science, and the methods of the scientist will be touched on. Topics such as the concept of matter, the concept of energy, the fundamental structure of matter, the divisions of chemistry and the application of chemistry will be discussed. Students who take Chemistry 100 cannot later take Chemistry 101 for credit. Five hours lecture per week including demonstration laboratory.

101. GENERAL CHEMISTRY FOR HOME ECONOMICS. 5 hours

Fall Quarter.

Four hours lecture and one three-hour laboratory period per week. A one quarter course in general chemistry for girls. The applications to Home Economics are stressed.

201-202, 203. GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS. 5-5, 5 hours

These three courses constitute the usual year's work in beginning college chemistry.

Chemistry 201—Fall Quarter. Four hours lecture and one three-hour laboratory period per week.

Chemistry 202—Winter Quarter. Four hours lecture and one three-hour laboratory period per week.

Chemistry 203—Spring Quarter. Three hours lecture and two three-hour laboratory periods per week. The laboratory work of this course consists of qualitative analysis.

Credit will not be given for 201 unless 202 is satisfactorily completed. However, all three courses must be taken if a student continues in Chemistry.

204, 205. QUANTITATIVE ANALYSIS. 5-5 hours

Fall and Winter Quarters. Chemistry 205 will be offered on alternate years if demand is not sufficient.

These courses include gravimetric, volumetric and electrometric methods. Two hours lecture and nine hours laboratory work per week.

300. ORGANIC CHEMISTRY—Brief Course. 6 hours
Spring Quarter.

A short course in Organic Chemistry. Five lectures and one four-hour laboratory period per week.

301-302. ORGANIC CHEMISTRY. 5-5 hours

Fall and Winter Quarters.

Four hours lecture and one four-hour laboratory period per week.

303. QUALITATIVE ORGANIC ANALYSIS. 5 hours

Three hours lecture and six hours laboratory work per week.

Not offered 1953-54.

304. ORGANIC REACTIONS AND PREPARATIONS. 5 hours

Fall Quarter.

Three hours lecture and six hours laboratory work per week.

Prerequisites: Chemistry 301 and 302.

305. INORGANIC CHEMISTRY AND INORGANIC PREPARATIONS.

5 hours

Spring Quarter.

An extension of the study of inorganic chemistry begun in General Chemistry and Qualitative Analysis. The presentation is based on the periodic table, and such matters as the atomic structure of the elements, nature of the chemical bond, crystal systems and atomic configurations are discussed. Three hours lecture and two three-hour laboratory periods per week.

400. PHYSICAL CHEMISTRY—Brief Course. 5 hours

Fall Quarter.

Four hours lecture and one three-hour laboratory period per week. This course does not require calculus and should appeal to pre-medical students. This is the only additional course needed by pre-medical students to complete the nonprofessional major.

401-402. PHYSICAL CHEMISTRY.

5-5 hours

Fall and Winter Quarters.

A professional course presenting the fundamental principles of physical chemistry. Such topics as structure of atoms and molecules, states of matter, thermodynamics, chemical equilibrium, theory of ionization, electrochemistry, chemical kinetics and catalysis, colloids, and the phase rule are discussed. The laboratory work is integrated with the course work, and some familiarity with recent physicochemical techniques will be acquired. Four hours lecture and one or two three-hour laboratory periods each week.

Prerequisites: Chemistry 204, 301, and 302. Three quarters of General Physics and two quarters of calculus.

405. INSTRUMENTAL ANALYSIS.

5 hours

Spring Quarter.

This course involves a study of chemical analysis with the use of instruments. The instruments included are the refractometer, polarimeter, titrimer, pH meter, polarograph, colorimeter, spectrophotometer and the spectrograph. Three hours lecture and six hours laboratory per week.

406 a, b, c. INTRODUCTON TO CHEMICAL RESEARCH. 6 hours

This course is designed to prepare the student for employment as a research assistant upon the completion of the B.S. degree or for the research work for an advanced degree. It will consist of one or two lectures or conference hours per week throughout the senior year (9 months), together with an indeterminate amount of unscheduled laboratory work. It is anticipated, however, that the laboratory work will not average less than five hours per week, the subject matter of the lectures will be the technique of research, use of technical reference literature, theory of errors and analysis of experimental data, and report writing. Reference will also be made to specialized research techniques. The laboratory work of the first quarter will consist of exercise in glass-blowing, the construction of glass equipment, and the attainment of high vacua. In the second and third quarters, the student will be assigned a minor research project on which he will prepare a report.

Department of Education and Psychology

Courses in Education

204. INTRODUCTION TO EDUCATION.

5 hours

Fall and Summer Quarters.

The primary purpose of this course is to furnish guidance to prospective teachers. Teaching as a profession will be carefully analyzed. Students will study and evaluate their own abilities and traits as attributes of the teacher's personality.

An overview of the American public school system will be presented. A minimum of one hour weekly will be spent observing a demonstration teacher.

Prerequisite to other education courses.

305. EDUCATIONAL PSYCHOLOGY. 5 hours

Winter and Summer Quarters.

Emphasis on learning: its nature, motivation, retention, appraisal, transfer, and application.

Adjustment of educational practices to individual differences in abilities and interests among pupils will be considered.

Some observation in teaching-learning situations will be done.

309. SCHOOL AND SOCIETY. 5 hours

(Offered on Sufficient Demand).

This course is designed to help prospective teachers familiarize themselves with the implications of social, economic, political and religious trends and conditions on our educational system. The relationships of community, state, national and international agencies and problems to education will be discussed.

Laboratory work will consist chiefly of making a community survey and pointing up its implication for faculty planning.

311. THE ELEMENTARY SCHOOL CURRICULUM. 5 hours

Spring and Summer Quarters.

This course is designed to familiarize teachers with the processes involved in setting up an elementary school program that will function in the life of the community. Consideration will be given to planning learning experiences in such a way that desirable home-school relationships will be fostered. Grade placement of learning experiences will be considered.

Prerequisite: Two courses in education or permission.

312. SECONDARY SCHOOL CURRICULUM. 5 hours

Spring Quarter.

A study of principles and practices related to the organization of learning experiences for secondary school youth. Special phases of the curriculum will be observed and evaluated.

Opportunities to develop course outlines and teaching units will be given.

Prerequisite: Two courses in education or permission.

401. AUDIO-VISUAL EDUCATION. 5 hours

(Offered on Sufficient Demand).

It is intended that both beginning and experienced teachers will increase their efficiency in the use of such instructional aids as specimens,

models, photographs, drawings, cartoons, charts, graphs and maps as well as in the use of such equipment as the phonograph, tape recorder, radio, television, and projectors of various types (including motion pictures). The psychological principles underlying the use of these materials will be discussed. Some laboratory work will be included.

402. PROBLEMS OF RURAL EDUCATION. 5 hours
(Offered on Sufficient Demand).

Problems peculiar to rural schools will be studied.

416. EDUCATIONAL MEASUREMENT AND EVALUATION. 5 hours
Spring Quarter.

Theory of and practice in construction, administration, and interpretation of tests and other measuring devices for mental ability, special aptitudes, scholastic achievement and personality. Each student will do laboratory work in his field of interest. How such devices can be utilized to evaluate and improve instruction will be emphasized.

Prerequisites: Three courses in education or psychology, or an approved equivalent.

417. MENTAL HYGIENE. 5 hours
Offered Winter and Summer Quarters, 1955.
See Courses in Psychology.

419. PRINCIPLES OF GUIDANCE. 5 hours
(Offered on Sufficient Demand).

A study of the basic principles of personal, educational and vocational guidance: the organization, administration, and evaluation of guidance programs in the public schools; securing, evaluating and presenting guidance information; applying this information to the student; consideration of occupations; and the place of administrators and teachers in the guidance program.

Prerequisites: Three courses in education or an approved equivalent.

421. MATERIALS AND METHODS FOR THE
ELEMENTARY SCHOOL. 5 hours
Fall Quarter.

This course is designed to acquaint the student with methods and materials appropriate to the elementary school. Textbooks, film strips, and other materials are studied and evaluated. Supervised observation in an elementary school is required.

431. APPRENTICE TEACHING IN THE
ELEMENTARY SCHOOL. 15 hours
Winter Quarter.

Observation and participation in teaching in a selected elementary school throughout the school day. Gradual induction into the situation

with increasing responsibility for full-time teaching role. One conference per week with college coordinator during quarter, to be followed by two conference periods weekly for six weeks the following quarter.

Scholastic standing of at least "C" a prerequisite. (Students wishing to enroll in this course should make application to do so at least one quarter in advance.)

441. WORKSHOP FOR ELEMENTARY TEACHERS. 10 hours
Summer Quarter—First Session.

The entire school day will be devoted to activities especially planned to provide in-service teachers with an opportunity to work on instructional problems.

(Open only to juniors, seniors and postgraduates who have had no previous workshop experience.)

451. ADVANCED WORKSHOP FOR ELEMENTARY TEACHERS. 5 hours
Summer Quarter—First Session.

Problems concerning the evaluation of instruction will be given particular emphasis. One-half of the school day will be devoted to these and other problems of elementary teachers. The remainder of the day may be spent in a specialized course offered by the workshop staff.

Prerequisite (toward degree requirements only): Education 441 or the approved equivalent.

Courses in Psychology

The major in Psychology consists of 30 hours beyond Psychology 201.

201. GENERAL PSYCHOLOGY. 5 hours
Each Quarter.

A study of human behavior, including motivation, emotions, learning, individual differences and the development of personality. A general survey of the field of psychology.

Prerequisite to all other psychology courses.

301. CHILD DEVELOPMENT. 5 hours
Fall and Summer Quarters.

A study of the roles played by growth and maturation in the social, emotional, moral and physical development of children from the prenatal period to adolescence.

Observation of children will be integrated with classroom discussion. (Not open to students who have completed Home Economics 490).

302. PSYCHOLOGY OF ADOLESCENCE. 5 hours
Fall Quarter.

A study of the development of the human being from puberty through adolescence with emphasis upon general life problems facing youth during

this period. Investigations will be made into ways and means of helping youth to make proper adjustments to these problems.

305. EDUCATIONAL PSYCHOLOGY. 5 hours

Winter and Summer Quarters.

See Courses in Education.

313. APPLIED PSYCHOLOGY. 5 hours

Offered Spring Quarter, 1955.

A study of the relation of psychology to business and industry; motivation and training of employees, advertising, salesmanship, employment and personnel procedures. Some attention will be given to the relationship of psychology to such fields as journalism, medicine and law.

315. SOCIAL PSYCHOLOGY. 5 hours

Winter Quarter.

A study of human relationships as applied to social activities, language, customs, propaganda, pressure groups, leadership and crowds.

416. EDUCATIONAL MEASUREMENTS AND EVALUATION. 5 hours

Spring Quarter.

See Courses in Education.

417. MENTAL HYGIENE. 5 hours

Offered Winter Quarter, 1955.

A study of the more general factors which influence mental efficiency; the significance and importance of mental hygiene in modern life. Personal, family, vocational, and social problems as they are related to mental health will be discussed.

Special Courses for Elementary Teachers

107. COLLEGE ARITHMETIC. 5 hours

Summer Quarter.

A comprehensive study of the foundations and development of grammar school arithmetic designed to provide elementary teachers functional competence and a thorough understanding of the processes of arithmetic with an introduction to algebra and plane geometry.

Not admissible as credit toward a major in mathematics, a teaching major or a teaching minor.

ART

205. PUBLIC SCHOOL ART. 5 hours

Summer Quarter.

A study of the place of art in the school program. Emphasis is placed on activities suitable for the elementary grades including simple lettering,

color study, nature drawing, clay modeling, finger painting and poster making.

305. PUBLIC SCHOOL ARTS AND CRAFTS. 5 hours

Summer Quarter.

A continuation of Art 205 with emphasis on water color, tempera, block printing, art metal work, weaving and dyeing. The importance of design will be stressed.

MUSIC

206. FUNDAMENTALS OF MUSIC. 5 hours

Winter and Spring Quarters.

This course is designed to provide experiences in the fundamental aspects of music: rhythm, singing, playing an instrument, listening, reading, and notation.

306. MUSIC IN THE ELEMENTARY SCHOOL. 5 hours

Summer Quarter.

This course is designed to acquaint students with music materials and methods adapted to the elementary school. Emphasis is placed on learning songs, rote singing, ear and eye training, singing rounds and two-part singing.

LANGUAGE ARTS

PUBLIC SPEAKING. (English 211) 5 hours

See page 83.

CHILDREN'S LITERATURE. (English 308) 5 hours

See page 85.

SOCIAL STUDIES

GEOGRAPHY 202—World Human Geography. 5 hours

Winter Quarter.

Earth conditions will be studied with reference to the adaptations made to them by man. The influence of geographical factors on modes of living, types of occupations, social organization and government will be given emphasis.

ECONOMIC GEOGRAPHY. (Business Administration 302) 5 hours

See page 66.

AMERICAN HISTORY (History 301, 302, 303)

See pages 97 and 98.

HEALTH

HEALTH EDUCATION. (Biology 390) 5 hours

See page 63.

PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL.
(Physical Education 420) 5 hours

See page 96.

NUTRITION FOR TEACHERS. (Home Economics 305) 5 hours

See page 82.

SCIENCE

NATURE STUDY. (Biology 303) 5 hours

See page 59.

304. SCIENCE FOR THE ELEMENTARY SCHOOL. 5 hours

Summer Quarter.

A course dealing with the everyday aspects of physics, chemistry, biology and astronomy as they might need to be explained by the elementary teacher with little other specific training in science. The work will include many demonstrations and simple experiments that can be performed with everyday materials that will be available in the average elementary school and home situation.

405. THE CONSERVATION AND USE OF NATURAL
RESOURCES. 5 hours

Spring Quarter.

A course designed to acquaint students with the importance of and problems pertaining to the conservation and use of such resources as soil, minerals, water, forests and wildlife.

Department of Home Economics

The Department of Home Economics offers the Bachelor of Science degree in general home economics. The course is designed to meet the needs of students interested primarily in homemaking and of those who wish to enter certain commercialized fields of home economics. It also gives a thorough preparation for those who desire to enter selected fields of specialized home economics study.

Majors in other departments are encouraged to elect the following subjects without prerequisites being adhered to: Home Economics 101, 202, 205, 222, 275, 293, 300, 323, 420, and 490.

101. INTRODUCTORY HOME ECONOMICS. 5 hours

Fall Quarter.

A course in developing problems of self-discovery and self-direction, and designed to help the student to adjust in a new environment. The history and development of home economics and its relation to some of the problems that home economists must recognize and prepare to help solve.

202. ART SURVEY. 5 hours

Winter Quarter.

Three hours lecture and two two-hour laboratory periods.

A survey of Art, providing a basis for the development of good taste and Art appreciation. Required of Home Economics majors but offered as a general elective.

205. FOODS. 5 hours

Fall Quarter.

Three lecture and two laboratory periods of three hours each per week.

A practical course to present the facts and principles which govern food selection, preparation and table service. The basic facts of nutrition along with their application to individual needs are studied. Field trips in marketing are included.

222. PROBLEMS IN DRESS. 5 hours

Winter Quarter.

One lecture and four double laboratory periods. Clothing selections; emphasis on principles of pattern alterations, fitting and construction; construction of two garments.

275. HOME PLANNING AND FURNISHINGS. 5 hours

Fall Quarter.

Three lecture and two three-hour laboratory periods.

Planning and furnishing the house from the standpoint of family needs; economic and social factors involved; historical background of furniture; application of the principles of art to home furnishing.

293. FAMILY RELATIONS. 5 hours

Spring Quarter.

Five hours' lecture.

The aim of this course is to give a greater appreciation of the home through a study of its history, of the problems in managing the modern home, and of the laws directly affecting it. Not open to students who have credit in Sociology 316.

300. HOUSEHOLD EQUIPMENT. 5 hours

Winter Quarter.

Four lectures and one laboratory period.

Application to home situations of the principles involved in the performance of major types of household equipment used in food preparation, laundering, and cleaning, with emphasis placed upon safety in the home.

Prerequisite: Physics 120.

306. MEAL PLANNING AND TABLE SERVICE. 5 hours
Spring Quarter.

Two lectures and three double laboratory periods. The choice, purchase, preparation and service of meals considering the dietary standards and nutritional needs of the group and for special occasions.

Prerequisite: Foods 205.

323. TEXTILES. 5 hours
Winter Quarter.

Four lecture periods and one two-hour laboratory.

A study of textiles, fibers, and fabrics, their properties, structure, manufacturing and wearing qualities from the consumer standpoint. Physical and chemical testing for adulterations and fiber content. Economic consideration in selection and buying.

325. CLOTHING SELECTION AND CONSTRUCTION. 5 hours
Spring Quarter.

Two lectures and three double laboratory periods.

Prerequisites: Home Economics 222, 323.

411. NUTRITION. 5 hours
Fall Quarter.

Four lectures and one two-hour laboratory period per week.

A study of the chemical and physical changes involved in the digestion and metabolism of foods. The nutritive value and relative cost of foods in relation to feeding the family.

420. HOME NURSING. 5 hours
Winter Quarter.

Three lectures and one four-hour laboratory period per week.

General procedure in nursing the sick in the home, home remedies, food for the sick, and physical care of infants.

Prerequisite: Home Economics 205.

445. CLOTHING FOR CHILDREN. 3 hours
Winter Quarter.

Two two-hour laboratory periods and one-hour lecture per week.

This course is planned for Home Economics students, but may be taken by anyone properly qualified. The course considers infants' and children's clothing from the standpoint of health, economy and appropriateness. The topics studied are suitability of material, design, and color; simplicity of decoration; ease of construction, ease of laundry; and construction for children up to twelve years old.

Prerequisites: Home Economics 222, 323, 325.

490. CHILD DEVELOPMENT.

5 hours

Fall and Summer Quarters.

Four hours lecture and one two-hour period of supervised observation of children.

A study of the physical, mental, emotional, and social development of children from the prenatal period to adolescence. Observation of children required.

(Not open to students who have credit in Psychology 301.)

305. NUTRITION FOR TEACHERS.

5 hours

Summer Term.

Fundamental health habits and the essentials of an adequate diet in relation to the health of the school child; emphasis on how to teach nutrition information to school children; the use of the school lunch in nutrition instruction. (Not open to majors in home economics).

Department of Languages and Literature

PLACEMENT TESTS. All freshmen are given an English Placement Test. Those who pass this test will satisfy Freshman English requirements with English 101-102 (10 hours). Those who fail this test will be required to take English A-101-102 (13 hours).

Students offering two high school units in a Foreign Language will take a Placement Test in that language. A passing score on this test will entitle admission to course 211 of the language offered for entrance, thereby reducing degree requirements from 20 to 10 hours of Foreign Language.

FOREIGN LANGUAGE PROFICIENCY EXAMINATION. The final course examination of all elementary and intermediate Foreign Language courses is a standardized Proficiency Examination. Attainment of the fixed exemption score will excuse the student from further language requirements provided he has a minimum of 10 college hours.

MAJOR REQUIREMENTS:

A major in English consists of 30 hours from courses numbered in the 300's and 400's. A minor in English consists of 20 hours from such courses.

A major in Foreign Language consists of 30 hours from the intermediate and advanced courses of two languages; a minor consists of 20 hours from such courses in one language. Elementary courses taken in preparation for intermediate and advanced courses are considered as satisfying Basic Curriculum requirements.

*COURSES IN ENGLISH***A. ENGLISH FUNDAMENTALS. 3 hours**

Given all quarters. Five recitations a week.

Required of all Freshmen needing extra instruction in the fundamentals of English grammar and in reading comprehension.

The passing mark on this course is a grade of "C." The course must be repeated immediately on a grade less than "C."

101. COMPOSITION AND RHETORIC. 5 hours

Given all quarters.

A course teaching correctness in spelling, mechanics, grammar. Themes strive toward simple, correct, effective expression.

Required of all Freshmen after passing the English Placement Test or after passing English A.

102. COMPOSITION AND RHETORIC. 5 hours

Given all quarters.

Continued theme writing based on reading; studies in effective diction and sentence construction research technique; grammar and punctuation review.

Prerequisite: English 101. Required of all Freshmen.

201-202. HUMANITIES. 5-5 hours

Given all quarters.

A general survey of literature and culture required of all sophomores.

Prerequisites: English 101-102.

205. MUSIC APPRECIATION FOR THE LISTENER. 5 hours

Summer Quarter.

This course is designed to give the listener and especially the musically untrained listener the fundamental knowledge necessary for incorporating good music into his future recreational and spiritual life. It is of importance to public school teachers. No technical knowledge of music is needed.

209a. MUSIC APPRECIATION. 3 hours**209b. ART APPRECIATION. 3 hours**

Spring Quarter.

A general course in Music and Art Appreciation for the layman. Students may enroll for either the Music or the Art recitations or for both. Independent credit will not be given for Music Appreciation 209a and for Music Appreciation 205.

211. PUBLIC SPEAKING. 5 hours

Winter and Spring Quarters.

A course designed to help the speaker achieve a style of speaking which is natural, correct, and effective.

215. INTERMEDIATE COMPOSITION. 5 hours
Spring Quarter.
A course for those wishing to increase facility in composition, with emphasis on journalistic techniques and forms.
Prerequisite: A grade of "C" in English 101-102.
302. AMERICAN LITERATURE. 5 hours
Offered Spring Quarter, 1955.
A survey of American literature from Colonial days to the present time, emphasizing political and social developments.
306. SHAKESPEARE AND HIS TRAGEDIES. 5 hours
Offered Spring Quarter, 1954.
A study of the chief tragedies of Shakespeare and of the author's life and place in the Elizabethan Age.
307. ADVANCED ENGLISH GRAMMAR. 5 hours
Offered Spring Quarter, 1955.
A comprehensive study of English grammar, especially for English majors and prospective teachers. Extensive use will be made of diagramming. Special consideration will also be given to the historical and descriptive aspects of grammar. The general aim of the course is to teach the mechanics of the English language so that the student can speak, write, and teach with accuracy, understanding and force.
309. THE NOVEL. 5 hours
Offered Winter Quarter, 1955.
Studies in the development of prose fiction from the eighteenth century to the present.
315. THE DRAMA. 5 hours
Offered Fall Quarter, 1953.
A history of the drama from the days of the early Greeks to the present.
401. THE ENGLISH LANGUAGE. 5 hours
Offered Winter Quarter, 1954.
An introduction to the study of the English language with respect to its history, its borrowings, and its present-day problems.
440. EARLY ENGLISH LITERATURE. 5 hours
Offered Fall Quarter, 1954.
A survey of English literature from its Anglo-Saxon beginnings to the Renaissance. Special attention is given to Chaucer.
460. RENAISSANCE LITERATURE. 5 hours
Offered (on demand) Fall Quarter, 1953.

A study of non-dramatic English literature from the Elizabethans to the Restoration. Special attention is given to Spenser, Donne, and Milton.

480. EIGHTEENTH CENTURY LITERATURE. 5 hours

Offered Winter Quarter, 1954.

A general survey of prose and poetry from Pope to the beginnings of Romanticism. Special attention is given to Dr. Johnson and his circle.

490. ROMANTIC POETS. 5 hours

Offered Winter Quarter, 1955.

A study of Romanticism and the major poems of Wordsworth, Coleridge, Byron, Shelley, and Keats.

495. VICTORIAN LITERATURE. 5 hours

Offered Spring Quarter, 1954.

Readings from the major writers of the period in both prose and poetry. A general study of social conditions in England during the last part of the nineteenth century.

308. CHILDREN'S LITERATURE. 5 hours

Summer Quarter.

The reading and evaluation of books for children. Discussed in the course are sources of information about children's books, children's interests in reading, the work of important authors and illustrators, and problems in the guidance of reading.

Courses in French

101-102. ELEMENTARY FRENCH. 10 hours

Fall-Winter and Winter-Spring Quarters.

Elementary reading and conversation. This course is non-credit for students presenting two high school units in French.

211. FRENCH GRAMMAR REVIEW. 5 hours

Fall and Spring Quarters.

Review of grammar and study of simplified reading material.

Prerequisite: French 102 or a passing score on the French Placement Test.

212. FRENCH FOR READING KNOWLEDGE. 5 hours

Offered Winter Quarter, 1955.

Reading of texts of standard difficulty with continued drill on pronunciation and conversation. This course is necessary for a reading knowledge of French.

Prerequisite: French 211 or permission of the Department.

215. FRENCH CONVERSATION AND COMPOSITION. 5 hours

Offered Winter Quarter, 1954.

An intensive course in oral and written composition.

Prerequisite: French 211, or permission of the Department.

301. FRENCH LITERATURE AND CULTURE. 5 hours

Offered Spring Quarter, 1955.

An introduction to the chief French authors through the Eighteenth Century with the reading of representative works. Instructional lectures and readings are provided on French customs and culture.

Prerequisite: French 212 or 215.

302. FRENCH LITERATURE AND CULTURE. 5 hours

Offered Spring Quarter, 1954.

An introduction to the chief French authors of the Nineteenth Century with the reading of representative works. Instructional lectures and reading are provided on French customs and culture.

Prerequisite: French 212 or 215.

417. SEVENTEENTH CENTURY LITERATURE. 5 hours

Offered (on demand) Winter Quarter, 1954.

A survey of the period, with emphasis on the Classical Theater.

Prerequisite: French 301, or permission of the Department.

419. NINETEENTH CENTURY PROSE. 5 hours

Offered (on demand) Winter Quarter, 1955.

A study of the chief novelists and short story writers of the Romantic, Realistic, and Naturalistic movements.

Prerequisite: French 302, or permission of the Department.

Courses in German

101-102. ELEMENTARY GERMAN. 10 hours

Fall-Winter Quarters.

Elementary reading. This course is non-credit for students presenting two high school units in German.

211. GERMAN GRAMMAR REVIEW. 5 hours

Spring Quarter.

Review of grammar and study of simplified reading material.

Prerequisite: German 102 or a passing score on the German Placement Test.

212. GERMAN FOR READING KNOWLEDGE. 5 hours

Fall Quarter.

Reading of texts of standard difficulty with emphasis on scientific material. This course is necessary for a reading knowledge of German.

Prerequisite: German 211.

Courses in Spanish

- 101-102. ELEMENTARY SPANISH. 10 hours
Fall-Winter and Winter-Spring Quarters.
Elementary reading and conversation. This course is non-credit for students presenting two high school units in Spanish.
211. SPANISH GRAMMAR REVIEW. 5 hours
Fall and Spring Quarters.
Review of grammar and study of simplified reading material.
Prerequisite: Spanish 102 or a passing score on the Spanish Placement Test.
212. SPANISH FOR READING KNOWLEDGE. 5 hours
Offered Winter Quarter, 1955.
Reading of texts of standard difficulty with continued drill on pronunciation and conversation. This course is necessary for a reading knowledge of Spanish.
Prerequisite: Spanish 211 or permission of the Department.
215. SPANISH CONVERSATION AND COMPOSITION. 5 hours
Offered Winter Quarter, 1954.
An intensive course in oral and written composition.
Prerequisite: Spanish 211, or permission of the Department.
301. SPANISH LITERATURE AND CULTURE. 5 hours
Offered Spring Quarter, 1955.
An introduction to the chief Spanish authors through the Eighteenth Century with the reading of representative works. Instructional lectures and readings are provided on Spanish and Spanish-American customs and culture.
Prerequisite: Spanish 212 or 215.
302. SPANISH LITERATURE AND CULTURE. 5 hours
Offered Spring Quarter, 1954.
An introduction to the chief Spanish authors of the Nineteenth and Twentieth Centuries with the reading of representative works. Instructional lectures and readings are provided on Spanish and Spanish-American customs and culture.
Prerequisite: Spanish 212 or 215.

Department of Mathematics

MAJOR REQUIREMENTS:

A major in mathematics consists of 30 hours from Mathematics 222, 223, 345, 346, 347, 315, 400, 320 and 350. None of these major courses

may be taken unless the grade earned in each of the respective prerequisite courses was "C" or better.

105. INTERMEDIATE ALGEBRA.

Fall, Winter, and Spring Quarters.

Five hours of recitation per week, and designed to meet the needs of students who have had only one year's work in algebra or whose high school transcript or placement score indicates an inadequate mathematical preparation. The course carries three hours' credit if passed with a grade of C or above, but in every case is non-credit unless taken prior to any other mathematics course.

The fundamental operations are reviewed and accuracy procedure stressed.

A detailed study of the equation, factor forms, fractions, functions, functions and graphs, linear equations, exponents, radicals and quadratics is given, supplemented by daily class problems.

111. PLANE TRIGONOMETRY.

5 hours

Fall, Winter and Spring Quarters.

Angles and their measure; trigonometry of the right triangle, with exercises in the solution of right triangles and use of natural function tables. The functions of obtuse, fractional and multiple angles with exercises in their application to trigonometric identities. The trigonometry of the oblique triangle, the law of sines, the law of cosines and the law of tangents. A thorough study of the theory and practice of logarithms with particular application to the trigonometric calculations.

206. COLLEGE ALGEBRA.

5 hours

Fall, Winter and Spring Quarters.

A review of the fundamental operations, factoring, fractions linear and quadratic equations; a thorough study of the theory and practice in the use of logarithms, and the usual study in the Theory of Equations.

Prerequisite: Mathematics 111.

222. PLANE ANALYTIC GEOMETRY.

5 hours

Fall, Winter and Spring Quarters.

The analytic geometry of the point, line, circle and elementary properties of conic sections; transformations of coordinates, polar and rectangular graphs and the simpler transcendental curves, and parametric equations.

Prerequisite: Mathematics 206.

223. ADVANCED ANALYTIC GEOMETRY.

5 hours

Winter Quarter.

A rapid review of the principles of plane analytics, tangents and normals, parametric and emperical equations and the elements of solid analytic geometry.

This course is recommended for students who wish to major in Mathematics.

Prerequisites: Mathematics 222.

315. PLANE SURVEYING. 5 hours
(On Demand).

This course is designed to give the student a fair working knowledge of surveying instruments and their care and use. Field work in chaining, leveling, compass, plane table and transit surveys. Office work in calculation from field notes and map making. This course is given from mimeographed notes and library references, and will conform to methods and forms in use in good engineering practice.

Prerequisites: Mathematics 222 and Engineering Drawing 101.

320. APPLIED MECHANICS. 5 hours
Spring Quarter. See Department of Physics.

345. DIFFERENTIAL CALCULUS. 5 hours
Fall and Winter Quarters.

This course includes derivatives of algebraic and transcendental functions and application to slopes, maxima, minima and rates.

Prerequisite: Mathematics 222.

346. DIFFERENTIAL AND INTEGRAL CALCULUS. 5 hours
Winter and Spring Quarters.

This course is a continuation of Mathematics 345 and includes curvature, theorem of mean value, indeterminate forms, formal integration, integration by various devices, and applications to areas, lengths, and volumes.

347. ADVANCED CALCULUS. 5 hours
Spring Quarter.

This course is a continuation of Mathematics 346 covering series, expansion of functions, hyperbolic functions, partial differentiation and multiple integrals.

350. DESCRIPTIVE ASTRONOMY. 5 hours
Summer Quarter.

A general study of the celestial sphere, with applications to the practical problems of Spherical Trigonometry in the determination of latitude, longitude and time.

400. DIFFERENTIAL EQUATIONS. 5 hours

Ordinary differential equations with application to Physics and Mechanics.

Modern Languages

See Languages and Literature.

Department of Physics

MAJOR REQUIREMENTS:

Students majoring in Physics should take the following courses in addition to those listed under basic requirements: Physics 223, 224, 225, 310, and at least three of the courses 320, 330, 340, 400, 410; Chemistry 201, 202; Mathematics 222, 345, 346.

120. HOUSEHOLD PHYSICS. 5 hours

Fall Quarter.

Four lecture-recitations and one three-hour laboratory period per week.

Required of all Home Economics students and open to all girls. The course surveys the fundamentals of physics with emphasis on the application of physical principles in the home. The laboratory work is devoted to experiments which are related directly to household appliances.

121. INTRODUCTORY PHYSICS. 5 hours

Fall, Winter, and Spring Quarters.

Five demonstration-lectures per week.

A survey of the principles of physics with applications to such modern devices as the automobile, radio, etc., which have been the result of the technological triumph of our age. Numerous demonstrations are used to clarify physical concepts.

223. MECHANICS. 5 hours

Fall and Winter Quarters.

Four lecture-recitations and one three-hour laboratory period per week.

A study of the properties of matter, and the mechanics of solids and fluids. The numerous problems solved are selected to emphasize fundamental principles as well as to promote skill in numerical solutions. The laboratory work is designed to clarify physical concepts, develop skill in making precise measurements, and proficiency in the manipulation of apparatus.

Prerequisite: Mathematics 111.

224. ELECTRICITY. 5 hours

Spring Quarter.

Four lecture-recitations and one three-hour laboratory period per week.

The course is a continuation of general physics. It deals with magnetism and static and current electricity.

Prerequisite: Physics 223.

225. HEAT, LIGHT, AND SOUND. 5 hours

Winter Quarter.

Four lecture-recitations and one three-hour laboratory period per week.

The course is a continuation of general physics. It deals with wave theories generally and heat, light, and sound specifically.

Prerequisite: Physics 223.

310. MODERN PHYSICS. 5 hours

Fall Quarter.

An introduction to modern physics dealing with the elemental nature of matter and radiation, ionization of gases, the quantum theory, and current developments in Atomic and Nuclear Physics. No laboratory work is included.

Prerequisites: Physics 224 and 225.

320. APPLIED MECHANICS. 5 hours

The course deals with the effect of forces on rigid bodies in equilibrium and on objects in motion. Emphasis is placed on solution of problems. Applied Mechanics may be used for either Mathematics or Physics credit.

Prerequisite: Physics 223; may be taken concurrently with Mathematics 346.

Not offered 1953-54.

330. THEORY OF OPTICS. 5 hours

Fall Quarter.

Four lecture-recitations and one three-hour laboratory per week.

A study of the electromagnetic field and its application to the phenomena of reflection, refraction, interference, diffraction, and spectroscopy.

Prerequisite: Physics 225; may be taken concurrently with Mathematics 346.

340. RADIO PHYSICS. 5 hours

Winter Quarter.

Four lecture-recitations and one three-hour laboratory per week.

A study of the elementary principles of radio. The laboratory work consists of construction of radio sets and the use of testing equipment.

Prerequisite: Physics 224.

360. COMMUNICATIONS. 5 hours

The course deals with the theory and actual operation of both voice and continuous wave transmitters and communication receivers. The work parallels the requirements for F. C. C. examinations for operators as far as basic radio theory and Radio Physics are concerned.

Prerequisite: Physics 340.

Not offered 1953-54.

400. HEAT. 5 hours

Winter Quarter.

Three lecture-recitations and two three-hour laboratory periods per week.

A study of temperature and its measurements, calorimetry, and some topics from Thermodynamics.

Prerequisite: Physics 225; may be taken concurrently with Mathematics 346.

410. DIRECT CURRENT ELECTRICITY. 5 hours

Spring Quarter.

Four lecture-recitations and one three-hour laboratory per week.

A course dealing with the theory and application of D. C. electrical measurements, machinery, transmission, and distribution.

Prerequisite: Physics 224; may be taken concurrently with Mathematics 346.

420. ALTERNATING CURRENT ELECTRICITY. 5 hours

Four lecture-recitations and one three-hour laboratory per week.

A course dealing with the theory and application of alternating current measurements, machinery, transmission, and distribution.

Prerequisite: Physics 410.

Not offered 1953-54.

430. ELECTRONICS. 5 hours

Spring Quarter.

A course dealing with the theory and application of the electromagnetic spectrum from radio through X-rays as these radiations are produced, detected, and controlled by electronic devices.

Prerequisite: Physics 340; may be taken concurrently with Mathematics 346.

Courses in Engineering Drawing

101. ENGINEERING DRAWING. 2 hours

Fall Quarter.

First quarter of a three-quarter course requiring six or more hours in the drawing room each week. The course covers proper use of drawing instruments and equipment, the theory of orthographic projection, applied geometry, auxiliary projection, and pictorial representation. Particular emphasis is placed on development of technique. Only pencil drawings are required.

102. ENGINEERING DRAWING. 2 hours

Winter Quarter.

The second quarter of the three-quarter course covers section work, dimensioning, working drawings, technical sketching, pencil drawings for reproduction and fastening devices. Pencil drawings only.

Prerequisite: Engineering Drawing 101.

103. ENGINEERING DRAWING.

2 hours

Spring Quarter.

The final quarter of the three-quarter course includes detailed sketching from assemblies, fits and decimal dimensioning, ink tracings, pipe fittings, springs, and assembly drawings.

Prerequisite: Engineering Drawing 102.

Department of Health and Physical Education

The purpose of the Department of Health and Physical Education is three-fold: first, to provide a required program which will encourage vigorous health, desirable habits of conduct, and recreation to all students; second, to offer a program of intramural sports for all students aimed at developing attitudes and skills in physical activities which may be enjoyed in adult life; third, to prepare professional teachers of health, physical education, athletic coaches, and recreational workers.

All freshman and sophomore men, except those returning from Service, and all freshman, and sophomore women are required to enroll for physical education.

Physical Education for Men

All freshman and sophomore men, except those returning from Service, are required to take two hours of physical education per week. The program includes apparatus stunts, tumbling, and sports.

FRESHMAN PHYSICAL EDUCATION.

100M. Fall Quarter—Touch football and soccer.

101M. Winter Quarter—Gymnastics and tumbling.

102M. Spring Quarter—Volleyball and softball.

SOPHOMORE PHYSICAL EDUCATION.

200M. Fall Quarter—Boxing and wrestling.

201M. Winter Quarter—Basketball.

202M. Spring Quarter—Track and tennis.

THE INTRAMURAL PROGRAM FOR MEN includes the following sports:

Fall Quarter—Football and horseshoes.

Winter Quarter—Basketball, volleyball, and table tennis.

Spring Quarter—Softball, tennis, and track.

All students, who are physically able, are urged to take an active part in the intramural program.

Courses in Health and Physical Education

Courses numbered as "M" courses are open only to men; courses numbered as "W" courses are open only to women; other courses are open to both men and women.

Required courses for physical education majors will include the following:

Men, 215, 305M, 310M, 325M, 330, 405, 410, 415, and 440abc.

Women, 210, 215, 310W, 315W, 330, 405, 415, 420 and 440abc.

209M. GYMNASTICS AND TUMBLING. 5 hours
(On Demand).

The purpose of this course is to develop individual skill in the execution of apparatus and mat stunts. Classes will meet two hours per day for five days a week. Instruction will be given in skills on four pieces of apparatus, and in tumbling. Apparatus will include horizontal bars, rings, parallel bars, and side-horse. Trampoline work will be included in tumbling. Men who are majoring in physical education must learn a sufficient number of skills to be able to demonstrate them with a fair degree of success.

**330. FIRST AID AND SAFETY IN PHYSICAL EDUCATION
AND ATHLETICS. 5 hours**
Winter Quarter.

Lectures and laboratory practices are given in the phases of first aid and safety that especially apply to physical education and athletics. This course will be taught by a qualified instructor certified by the American Red Cross.

210. DANCE. 3 hours
Winter Quarter.

A study of folk, square, social and contemporary dances with emphasis on their adaptation to school and playground uses. Five hours lecture, research and laboratory weekly.

**215. HISTORY AND PRINCIPLES OF HEALTH AND
PHYSICAL EDUCATION. 5 hours**
Spring Quarter.

This is an orientation course for health and physical education majors and is divided into two parts. The first part deals with the history of health and physical education; the second part deals primarily with the basic principles of modern physical education, stressing aims and objectives with special reference to the value of physical education in the current economic and social life of the nation. Special consideration is given professional leadership and its prospects.

305M. FOOTBALL. 5 hours
Fall Quarter.

Classes will meet two hours per day for five days a week. One hour a day lecture on the theory of coaching football, and at least one hour a day of practical experience coaching intramural football teams. At least one hour a day of practical experience including intramural coaching.

310M. BASKETBALL. 5 hours

Winter Quarter.

Classes will meet two hours per day for five days a week. Five lectures and demonstrations every week on the theory and practice of coaching basketball. Each student will have experience playing every position on the team under actual game conditions.

Practical experience will be obtained through directing this phase of the intramural program.

325M. BASEBALL AND TRACK. 5 hours

Spring Quarter.

Classes will meet two hours per day for five days a week. Five lectures and demonstrations every week on the theory and practice of coaching baseball and track. The first half of the quarter will be devoted to baseball and the remainder to track.

405. MATERIALS AND METHODS IN HEALTH AND PHYSICAL EDUCATION. 5 hours

Winter Quarter.

A study of the methods and content of the physical education program according to age groups, capacities, needs, interests, and development of the individual. Consideration is given to adapting the program to the materials and facilities available.

410. SCHOOL AND COMMUNITY RECREATION. 5 hours

Spring Quarter.

A study of the background for the present school and community recreation movement and of the types of recreation activities and methods of organizing them. A consideration of recreation's place in education and a review of the social institutions which are making a conspicuous contribution in the field of play and of the needs to which they have responded. An attempt will be made to point the way to a better type of organization of the social institutions within the community. Intramural athletics may be treated as a part of a school recreational program.

415. THE ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION. 5 hours

Fall Quarter.

A study of organizing and administering a department of health and physical education.

In health, stress will be placed on the importance of an integrated and well organized health department that may be utilized in the secondary schools. The importance of the health program to our schools will be presented.

In physical education, stress will be placed on the importance of establishing a well organized department; the relationship of the varsity

and intramural programs to the student body as a whole; organization of the athletic program, service program, and recreational program, with emphasis placed on the best methods of organizing and administering.

420. PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL.

5 hours

Fall and Summer Quarters.

This course is designed to give the prospective teacher a better understanding of the elementary school child physically, mentally, and socially. The student will receive practical experience in large and small group play, rhythmic activities, and individual and dual games. Students of this course will observe in the elementary school and have practical experience working with elementary school pupils when possible. Five hours weekly of lecture, research and laboratory.

440 a, b, c. CLASS AND PROGRAM PLANNING.

5 hours

Students will be assigned for two hours a week, these hours in conformity with the schedule for the required service program. The course will consist of observation on the part of the student and participation in the solution of the practical problems which occur in the administration of the required physical education classes. Students will be assigned to this program for three quarters.

Physical Education for Women

FRESHMAN PHYSICAL EDUCATION.

100W. Fall Quarter—Speedball and body mechanics.

101W. Winter Quarter—Folk, square and social dancing.

102W. Spring Quarter—Softball and tennis.

SOPHOMORE PHYSICAL EDUCATION.

200W. Fall Quarter—Hockey.

201W. Winter Quarter—Basketball and volleyball.

202W. Spring Quarter—Recreational games—table tennis, deck tennis, badminton, and archery.

THE INTRAMURAL PROGRAM FOR WOMEN includes the following:

Fall Quarter—Speedball and volleyball.

Winter Quarter—Basketball.

Spring Quarter—Softball, tennis, badminton, and table tennis. All students are urged to take an active part in the intramural program.

Special Courses for Women

310W. BASKETBALL AND VOLLEY BALL.

5 hours

Winter Quarter.

A study and practice of the fundamental skills, rules and officiating techniques. Practical experience in supervised coaching and officiating will

be given in the intramural activities. Five hours weekly of lecture, research and laboratory.

315W. SOFTBALL AND TENNIS. 5 hours

Spring Quarter.

A study and practice of the fundamental skills, rules and officiating techniques. Practical experience in supervised teaching, coaching, and officiating will be given in the intramural activities. Five hours weekly of lectures, research and laboratory.

Department of Social Sciences

Courses 101 and 102 are designed to give the student a foundation for historical study as well as an insight into responsible citizenship. Attention will be given to methods of study, historical geography, map work, bibliography, and the proper use of books of reference.

MAJOR REQUIREMENTS:

A student who chooses history as the area of major concentration will take 30 hours beyond "200" courses. The following courses are required: History 301, 302, 303, and 422. The remaining 10 hours should be selected from other upper-divisional courses in the department of history.

101-102. CONTEMPORARY CIVILIZATION. 5-5 hours

Fall, Winter, Spring and Summer Quarters.

A survey of social, political and economic movements and institutions in western civilization from 1500 to the present. Major developments in Europe and the United States.

Courses in History

204. CONTEMPORARY GEORGIA. 5 hours

Winter and Summer Quarters.

This course includes a study of the economic, social and political position of Georgia at the present time. In order to secure the proper perspective for the course, frequent references are made to the history, government, institutions, and progress of Georgia of the past. As a means of comparison, statistical and other materials pertaining to the southeast and to the United States as a whole are utilized. A comprehensive discussion of all aspects of Georgia's development.

*301. AMERICAN HISTORY, 1492 to 1860. 5 hours

Fall Quarter.

A survey of American history from the discovery of the New World to the Civil War.

*302. AMERICAN HISTORY, 1860 to 1912 5 hours

Winter Quarter.

A thorough study of the history of the United States from the beginning of the Civil War to the start of Woodrow Wilson's Administration.

*303. AMERICAN HISTORY, 1912 TO THE PRESENT. 5 hours

Spring Quarter.

The leading issues of current politics; social, economic, and political movements; and international relations of recent years. The course covers the period from World War I to the present.

(*These courses may be taken by Sophomores if approved by the Dean.)

311. ENGLAND FROM 1485 TO THE PRESENT. 5 hours

A study of the growth and development of England and the British Empire from the reign of the Tudors to the present. Emphasis on political and economic factors.

Not offered 1953-54.

315. HISTORY OF THE FAR EAST. 5 hours

A survey of Oriental history, with emphasis upon the role of Japan and China in world affairs during the nineteenth and twentieth centuries. Relations between the United States and the Orient will be stressed.

Not offered 1953-54.

321. HISTORY OF THE SOUTH. 5 hours

A detailed study of the growth and development of Southern political, social and economic institutions from the late colonial period to the present. Special attention is given to agricultural changes, political revolt, the growth of industry, racial conflicts and adjustments, and to economic progress in the period since Reconstruction.

Not offered 1953-54.

331. DIPLOMATIC HISTORY OF THE UNITED STATES. 5 hours

Fall Quarter.

A course designed to acquaint the student with the development of the foreign policies of the United States and the part which this nation has played in its relations with other countries from 1775 to the present.

411. HISTORY OF LATIN AMERICA. 5 hours

Spring Quarter.

A study of the Hispanic political and economic institutions in the Latin-American colonies, the Wars of Independence and the recent development of the Latin-American republics. Emphasis upon the relationship of the United States with Latin America.

420. EUROPEAN HISTORY, 1500 to 1815. 5 hours
Fall Quarter on demand.

A study of the political, social, economic and cultural developments in Europe from the Renaissance through the Congress of Vienna.

421. EUROPEAN HISTORY, 1815 to 1914. 5 hours
Winter Quarter.

A history of Europe from the Congress of Vienna to the beginning of World War I. The main political, economic, international and intellectual movements in Europe during the nineteenth and early twentieth centuries will be stressed.

422. EUROPEAN HISTORY, 1914 TO THE PRESENT. 5 hours

A study of the causes, chief phases, and results of the First and Second World Wars, and the principal political, economic, social and cultural problems of the European countries since 1914.

Not offered 1953-54.

Courses in Political Science

201. AMERICAN GOVERNMENT. 5 hours
Fall, Spring and Summer Quarters.

An intensive examination of the Constitution and the three governmental divisions. Emphasis is given to the internal organization and actual work of the various departments of our national government. The course includes a study of the national government in its relation to the states.

301. AMERICAN POLITICAL PARTIES. 5 hours
Winter Quarter on demand.

A study of party development in the United States, the functions and organization of political parties, and current party problems. The influence of political parties upon American political thought will be considered.

401. COMPARATIVE GOVERNMENTS. 5 hours
(On Demand).

A study and comparison of the more important governments of Europe with an emphasis upon the more recent revolutionary constitutional changes. The government of the United States in the comparative analysis.

Courses in Sociology

201. INTRODUCTION TO SOCIOLOGY. 5 hours
Spring Quarter.

The student is introduced to the methods of human association; the nature of culture, custom, belief, institution, etc., and its role in the development of society.

256. RURAL SOCIOLOGY. 5 hours

Winter Quarter on demand.

A study of rural culture and human nature in the United States. Recent trends and problems in the rural life with emphasis upon the changing nature of agriculture in the national economy. Relationship of American agriculture to the war and post-war economy.

316. THE FAMILY AND SOCIETY. 5 hours

Spring Quarter.

Historical and contemporary view for understanding the American family system; domestic relations law in the United States; the social significance of current conflicting ideas relative to sex, marriage and family patterns; and the significance of the impact of war and post-war reconstruction. Not open to students who have credit in Home Economics 293.

Courses in Philosophy

308. INTRODUCTION TO PHILOSOPHY. 5 hours

Spring Quarter.

A study in the fundamentals of philosophy, stressing the relation of philosophy to religion, art, literature, science, and other fields of knowledge. The purpose is to help the student to construct and refine his own interpretation of the world and life.



DEPARTMENT OF MILITARY SCIENCE AND TACTICS

Military Personnel

Major Jess L. Goodman
Captain Walter H. Murphey
1st Lt. William A. Smith, Jr.
1st Lt. Glenn C. Wilhide, Jr.
M/Sgt. Arthur K. Grier
M/Sgt. George C. Long
SFC James E. Davidson
SFC William T. Fanning
Sgt. Charles E. Bass

Mission of the Military Department

The mission of the Senior Division ROTC as established at North Georgia College is to produce junior officers who have the qualities and attributes essential to their progressive and continued development as officers in a component of the Army of the United States.

Military instruction also affords invaluable training for successful civilian life inculcating as it does the principles of neatness, mental alertness, self-reliance and confidence.

Through the Years

At the close of World War I, Congress authorized qualified and interested colleges to establish units of Reserve Officers Training Corps, but since North Georgia had been historically devoted to the ideals of military training, it then found itself merely in full accord with prevailing national thought.

At the end of World War II the college again finds its general program of educational and military training approved by the thought and plans of the nation's most forward-looking business men and statesmen.

The record of North Georgia as a military college, in time of peace as in time of war, has been distinguished. During each consecutive year since 1928, the college has earned high approval from the Department of the Army—achieving the coveted “SU-

PERIOR" rating in 1952. In making his report, an Inspecting Officer recently referred to the North Georgia Battalion as—"This is the best trained, best general appearing unit I have seen in seven years of ROTC work."

The most recent change in the ROTC program at North Georgia College is the conversion to the Branch General ROTC curriculum on September 30, 1952. This conversion represents a major change in policy in view of the fact that the Army ROTC program since its inception in 1916 has presented specialized branch instruction for all ROTC students. Adoption of the Branch General Instruction as a general policy represents one of the steps the Department of the Army has taken recently to revitalize its ROTC program. This program will permit students a greater diversity in selection of Branch of Service in which they wish to serve.

Dress Parades

The colorful biweekly Sunday afternoon parades held during the Fall and Spring Quarters, afford opportunity for relatives and friends to visit the campus and to glimpse interesting phases of routine college life. These parades also constitute a pleasant social occasion upon which many of the faculty may become acquainted with visiting parents and friends. For each formal parade students are urged to take their guests directly to the Reviewing Stand.

Allowances

All qualified students enrolled in the Basic Course ROTC receive \$25.00 each year from the Department of the Army to defray partial cost of uniforms. Advanced Course Students qualified and accepted by the P. M. S. & T. for government contract receive \$100.00 toward the cost of their uniforms plus 90 cents a day for subsistence. For veterans, the above allowances are in addition to all the usual benefits under the G. I. bill. The Advanced Course allowances listed above are those in effect for the 1952-53 school year and are subject to revision by the Department of the Army at any time.

Summer Camp

As part of the instruction of the ROTC, the Department of the Army conducts summer camps for Advanced Course students.

These usually are attended during the summer between the two years of the Advanced Course. They are of six weeks duration and the work is all practical. In addition to military work, field sports and competitions are conducted. The government furnishes transportation to and from the camp. Students attending are provided with clothing, subsistence, medical attention, and in addition, are paid approximately \$2.50 per day.

Graduation and the Commission

Members of the ROTC who successfully complete the course of instruction, have attained the required age of 21, and are recommended by the Professor of Military Science and Tactics as being physically, mentally, morally, and professionally qualified are tendered a commission as Second Lieutenant in the Officers Reserve Corps. Those designated as Distinguished Military Graduates are eligible to apply for a commission as Second Lieutenant in the Regular Army.

Military Medals and Awards

HONOR COMPANY. Designated at the end of the school year. Selection will be based upon military proficiency of the company, academic scholarship of company personnel, company participation in the over-all sports program and conduct record of company personnel.

DISTINGUISHED MILITARY STUDENTS. Selected from among seniors in the ROTC class who have distinguished themselves academically and while participating in recognized campus activities and who possess outstanding qualities of military leadership and high moral character.

HONOR SABER. Awarded at commencement to the outstanding cadet officer.

NONCOMMISSIONED OFFICER'S MEDAL. Awarded at commencement to the outstanding noncommissioned officer.

SMALL BORE COMPETITION PLAQUE. Awarded at commencement to the company having the highest average in small bore rifle firing.

MARKSMANSHIP MEDAL. Awarded at commencement to the cadet who has proven himself the outstanding marksman for the year.

GOOD CONDUCT RIBBON. Awarded at commencement to the cadets who have received recognition for good conduct for three quarters.

SOPHOMORE DRILL MEDAL. Awarded at commencement to the best drilled Sophomore.

FRESHMAN DRILL MEDAL. Awarded at commencement to the best drilled Freshman.

Description of R. O. T. C. Courses

BRANCH GENERAL ROTC PROGRAM

First Year—Basic Program

MILITARY SCIENCE 100, 101, 102 150 hours

<i>Subjects</i>	<i>Hours</i>
History of the Army, Its Mission and Organization	15
First Aid and Individual Hygiene	5
Map Reading	10
Individual Weapons and Marksmanship	15
Small Unit Tactics	18
School of the Soldier	87

a. History of the Army, Its Mission and Organization (15 Hours)

Scope: History of the Army in the life of the nation from the beginning to World War I inclusive; selected examples from outstanding battles and campaigns, with emphasis on small unit actions. Biographical sketches of outstanding military men of the period of all ranks but especially the lower, with special attention to their qualities of character and leadership. Organization of the nation for defense including the Departments of Defense, the Departments of the Army, Navy and Air Force.

b. First Aid and Individual Hygiene (5 hours).

Scope: Use of first aid equipment; applicatory exercises in bandaging and use of splints; first aid for common emergencies; pressure points; artificial respiration, modified Silvesler Method. Personal hygiene; importance of early medical treatment; emphasizing the care of body, mouth, feet, clothes, and personal cleanliness; march hygiene.

c. Map Reading (10 hours).

Scope: Map marginal information, convention signs, military symbols, grid systems, orientation, relief, contours, visibility, distance and direction, care and use of maps. Use of declination, azimuth, compass, protractor and scale.

d. Individual Weapons and Marksmanship (15 hours).

Scope: Nomenclature, disassembly, assembly, characteristics, capabilities, and care of the U. S. rifle, caliber .30 M1, and Browning automatic rifle M1918A2. Marksmanship training, to include student participation in

sighting and aiming, positions, trigger squeeze, and safety precautions; emphasis placed on basic fundamentals and refinements of rifle marksmanship and marksmanship coaching. Range practice with caliber .22 rifle.

e. Small Unit Tactics (18 hours).

Scope: Patrolling by day and night, to include cover and concealment, movement, observation and reports. Duties of the patrol leader, formation, control, and security; map, field and terrain board exercises in reconnaissance and combat patrols. Instruction and drill in squad formations, including arm and hand signals. Employment of the rifle squad in attack, defense, and security, emphasizing the duties of the squad leader, and principles of fire and movement.

f. School of the Soldier (87 hours).

Scope: General training in School of the Soldier and Exercise of Command will be progressive throughout the four-year program. The development of the essentials of leadership and the exercise of command will be stressed. During their first year cadets will be taught the primary duties and functions of the individual soldiers. During their second year they may be trained to function as junior noncommissioned officers. In the third year they will be required to function as senior noncommissioned officers and or junior commissioned officers. During the fourth year they will exercise the duties and functions of officers incident to the conduct of training wherever applicable but particularly in the conduct of formal drills and ceremonies as outlined hereunder. In the organization for training full supervision will be made for the largest practicable number of leadership positions without reducing to ineffective strengths the size of units. In the conduct of the course maximum opportunities should be afforded for the development of capabilities for and the practice of leadership by the largest number which may be utilized within the cadet corps. Instruction will, in general, be conducted by cadet officers and cadet non-commissioned officers. While permanent appointment and assignment of cadet commissioned and noncommissioned personnel may be made, in accordance with the practice at the school concerned, leadership positions will be rotated so that maximum opportunity will be afforded for development, evaluation, and recording of leadership capabilities.

Definition of and necessity for discipline. Military courtesy and customs of the service. Wearing of the uniform. Duties of the individual soldier. Duties of leaders. Characteristics of military commands and orders. Development of command voice. School of the soldier without arms. School of the soldier with arms. Drill for foot troops: squad, platoon, company, battalion. Ceremonies: reviews, parades, escorts, inspections.

Second Year—Basic Program

MILITARY SCIENCE 200, 201, 202 150 hours

<i>Subjects</i>	<i>Hours</i>
History of the Army, Its Mission and Organization	15
Light Crew-served Weapons, 60-mm Mortars and Grenades	18
Map and Aerial Photograph Reading	15
Communications	10
Motor Transportation	5
School of the Soldier	87

a. History of the Army, Its Mission and Organization (15 hours).

Scope: History of the Army in the life of the nation from World War I through World War II and Korea; selected examples from outstanding battles and campaigns, with emphasis on *large unit actions*. Importance of the role of motor transportation and crew-served weapons in these actions. Biographical sketches of outstanding military men of the period, with special attention to leadership characteristics. Thorough treatment of the organization of the Army to include mission and functions of the various branches and civilian components.

b. Light Crew-served Weapons, 60-mm Mortars and Grenades (18 hours).

Scope: Description, nomenclature, capabilities, assembly and disassembly, functioning, stoppages and immediate action, spare parts, care and cleaning of: MG caliber .30 M1919A6; 60 mortar. Familiarization with hand and rifle grenades.

c. Map and Aerial Photograph Reading (15 hours).

Scope: Visibility, and practical use of maps; types of aerial photos, means of identification and practical use of aerial photographs and photo maps.

d. Communications (10 hours).

Scope: Basic wire communications, to include reel equipment CE-11 and EE 8-A telephones, simple wire installations, switchboards to include telephone voice procedure and authentication, message writing and message handling.

e. Motor Transportation (5 hours).

Scope: General vehicle nomenclature and capabilities. Responsibilities for echelons of maintenance, inspections, driver selection methods, driver training.

f. School of the Soldier (87 hours).

Scope: Same as MS I (except omit customs and courtesies), with emphasis on the functions, duties and responsibilities of junior noncom-

missioned officers (squad leaders, assistant squad leaders, guides, guidon bearers, platoon sergeants).

Third Year—Advanced Program

MILITARY SCIENCE 300, 301, 302 210 hours

<i>Subjects</i>	<i>Hours</i>
History of the Army, Its Mission and Organization.....	7
Estimate of the Situation and Combat Orders....	8
Small Unit Tactics.....	20
Unit Hygiene and Field Sanitation	5
Communications	10
Field Fortifications and Camouflage	6
Military Intelligence	8
Heavy Crew-served Weapons.....	14
Gunnery	24
Marksmanship	7
Mine Warfare	4
Military Teaching Methods.....	10
Exercises of Command.....	87

a. History of the Army, Its Mission and Organization (7 hours).

Scope: The present world and military situation; the present mission of the Army. The military team, with special emphasis on the authority and responsibility of the junior officer therein.

b. Estimate of the Situation and Combat Orders (8 hours).

Scope: The process of arriving at a sound decision and the transmitting of that decision to subordinate units in form of combat orders.

c. Small Unit Tactics (20 hours)

Scope: Tactical employment of infantry rifle and heavy weapons platoons and companies emphasizing platoons in normal offensive, defensive, and security missions. Map, aerial photograph, sand table and/or terrain board exercises and tactical walks will be utilized to develop proficiency in solving of normal tactical situations. Reconnaissance, estimate of the situation and combat orders will be stressed for all tactical problems and exercises. Historical examples of World War II will be used to illustrate the teaching of tactical principles. Combat experience in Korea.

d. Unit Hygiene and Field Sanitation (5 hours).

Scope: Organizational hygiene and sanitation in garrison and in the field. Care and storage of food; disposal of wastes. Inspection of messes. Field water supply, reconnaissance, purification. Responsibilities of platoon leaders for the health of their men.

e. Communications (10 hours).

Scope: General capabilities and limitations of radio communications; factors influencing range, power, frequency, antenna, location, modulation, operation; radio frequencies and call signs—factors involved in assignment and use; pertinent items of SOI and SSI—organization and operation of tactical radio nets; practical exercises illustrating radio communication of the infantry division.

f. Field Fortifications and Camouflage (6 hours).

Scope: Hasty field fortifications, individual intrenchments, emplacement of crew-served weapons, obstacles and camouflage.

g. Military Intelligence (8 hours).

Scope: Definition and importance of military intelligence. Sources of information. Intelligence agencies within the division to include specialist teams (order of battle; photo interpreter; interrogator, prisoners of war; counterintelligence) and light aviation. Counterintelligence measures in small units. Intelligence and counterintelligence plans. Safeguarding of military information, handling of PW's and enemy documents. Development of security consciousness to detect subversive actions. Familiarization with functions of ASA and MI.

h. Heavy Crew-served Weapons (14 hours).

Scope: Description, nomenclature, capabilities, assembly and disassembly, functioning, stoppages, and immediate action, spare parts, care and cleaning of MG, caliber .30 M1917A1, MG, caliber .50, 81-mm 4.2" mortar, 3.5" rocket, 57-mm and 75-mm recoilless rifles. Description and characteristics of ammunition for weapons studied. Emphasis to be placed on capabilities of the weapons, the necessity for accuracy of fire and the dependence of the rifleman on adequate support of the weapons.

i. Gunnery (24 hours).

Scope: Technique of fire of the rifle platoon and crew-served infantry weapons (exclusive of the tank). The mil relation, range determination, target designation, application of fire, fire commands, and fire control to include battery fire; direct and indirect fire methods for flat trajectory weapons and mortar fire. Stress direct fire of flat trajectory weapons and 60-mm mortar fire.

j. Marksmanship (7 hours).

Scope: Marksmanship training, to include student participation in sighting and aiming positions, trigger squeeze, and safety precautions. Range practice with the caliber .22 rifle. Emphasis to be placed on basic fundamentals and refinements of rifle marksmanship and marksmanship

coaching. This course is designed to eliminate theoretical instruction in this subject at Summer Camp.

k. Mine Warfare (4 hours).

Scope: Identification and operating characteristics of American mine warfare material and representative foreign material; mine warfare principles and responsibilities; minefield siting.

l. Military Teaching Methods (10 hours).

Scope: 1. Educational psychology as pertains to learning. Five stages of instructional technique and importance of each, viz.:

(a) Preparation—Organization of subject matter by instructor; specific objectives for class period and planning of teaching technique; selection and organization of materials, including value of training aids and equipment; allotment of time for each stage of teaching process; proper physical environment of students for instruction period. Writing of lesson plans.

(b) Presentation—Brief introduction, arousing interest of students in subject and stimulating their desire to learn. Utilization of one or several of the five senses in the learning process, i.e., sight, touch, hearing, smell, and taste. Presentation by explanation, lectures, or discussion led by instructor. Presentation by demonstration through the use of training aids and equipment by instructor.

(c) Application—The psychological premise—students learn to do by doing. Application by individual or team performance; coach and pupil method; use of principles in actual or situation-type problems. Need for repetition or drill.

(d) Examination—Measurement of the students' mastery of subject, efficiency of the instructor and concentrated review of the desired lesson objectives. Types of tests—performance, written (objective and essay), problems, and reports. Administration of tests, observation of student behavior, evaluation of student performance. Methods of grading.

(e) Discussion and Critique—Final discussion and critique, with student participation; clarification of student difficulties; summarization of instruction.

2. Necessity for the five-stage instructional technique.

3. Personal attributes of superior military instructor—knowledge, sincerity, public speaking ability.

4. Selection and training of instructor; observation and improvement of instruction; general problems of supervision.

m. Exercise of Command (87 hours).

Scope: Same as MS I and II (except omit customs and courtesies) stressing the functions, duties and responsibilities of senior noncommissioned officers (noncommissioned officers of the first three grades). Interior guard duty; duties of personnel; formation; orders; guard mount, formal and informal.

Fourth Year—Advanced Program

MILITARY SCIENCE 400, 401, 402 210 hours

<i>Subjects</i>	<i>Hours</i>
History of the Army, Its Mission and Organization	23
The Military Team	26
Organization and Functions of the Technical and Administrative Services	25
Guerrilla Warfare	2
Command and Staff	12
The Uniform Code of Military Justice	14
Military Administration	15
Supply and Evacuation	6
Exercise of Command	87

a. History of the Army, Its Mission and Organization (23 hours).

Scope: Geographical foundations of national power. The principles of command and staff organization and function and their application to the conduct of military operations; emphasis on the importance of map reading and the role of Psychological Warfare in military operations. Detailed consideration of the organization, functions and techniques of the Technical and Administrative Services. Indoctrination of the student in his role as a newly commissioned junior officer.

b. The Military Team (26 hours).

Scope: Composition and mission of the various military teams from the patrol to the RTC supported by air and appropriate arms. Stress the coordination and the planning necessary among the arms. Army-Navy-Air Force team.

c. Organization and Functions of the Technical and Administrative Services (25 hours).

Scope: Basic role of the technical and administrative services in support of combat elements to include specialized missions, combat support, supply, equipment, and capabilities in Theater of Operations and Zone of the Interior. Responsibilities for research and development. Three hours each to CML, Engr, Ord, QM, SIG, TC, Med, and MPC; one hour examination.

d. Guerrilla Warfare (2 hours).

Scope: Definition, characteristics, capabilities and countermeasures of guerrilla warfare.

e. Command and Staff (12 hours).

Scope: Origin and purpose of the staff; staff organization, using division staff as a model with lower and higher echelons compared; relationship between commanders and their staffs, with subordinate and higher commanders and their staffs; command channels and staff liaison; staff planning; staff forms and reports; commander's estimate of the situation; verbal, fragmentary and written orders.

f. The Uniform Code of Military Justice (14 hours).

Scope: Brief history of military law including statutory revisions effective 31 May 1951; prevention, control and corrective measures of the individual; the Articles of the Uniform Code of Military Justice; non-judicial punishment under Article 15 of the Uniform Code of Military Justice; appointment, composition and jurisdiction of courts-martial; duties of personnel. Familiarization with functions of TJAG. Procedure before trial to include: apprehension and restraint; preferring, action upon, and investigation of charges. The rules of evidence; trial procedure to include practical work of moot courts; action after trial to include: findings, sentences and punishments; courts-martial records; action on proceedings by reviewing authority and confirming authority; courts-martial orders. The moot court; preparation of charges, trial of the case, findings and sentence. All principals taught should be applied consistently within time limitations.

g. Military Administration (15 hours).

Scope: Essentials of military correspondence, familiarization with the morning report, sick report, duty roster, service record, company property book, individual clothing and equipment record, statement of charges, pay allotment, officer's pay voucher, pay data card, record of leave, orders, 201 file, officer's efficiency report, soldier's qualification card, officer's qualification card, handling of unit funds, and mess management and company property. Applicatory exercises in military administration, stressing the preparation of these reports, records, or procedures, and illustrating the principles of administration. Familiarization with functions of TAG. Boards of officers, authority to appoint, composition, function, rules of evidence, findings and recommendations. Investigating officers for claims; accidents, etc.

h. Supply and Evacuation (6 hours).

Scope: Mission of supply, supply doctrine and principles; classes of supply. Outline of organization and operation of the infantry division for supply and evacuation. Organization and operation of the supply and

evacuation agencies within the infantry regiment. Supply and evacuation as a function of command. Duties and responsibilities of the regimental and battalion S-4's and surgeons as applied to supply and evacuation. Stress the application of this subject at the battalion level.

i. Exercise of Command (87 hours).

Scope: Same as MS II, emphasizing the functions, duties and responsibilities of commissioned officers.

DEPARTMENT OF THE COMMANDANT

The Cadet Corps

The male students of the college are organized as a Corps of Cadets to which all belong regardless of their individual eligibility to enter the government organization known as the Reserve Officers Training Corps. While some veterans and special classes of transfer students are excused from ROTC instruction, all are members of the Cadet Corps and accept the general spirit and life of the Battalion.

The Corps of Cadets consists of a battalion which has a headquarters and staff, a headquarters company, a band, and four rifle companies. Each company as well as the band has its own cadet officers and non-commissioned officers.

Commandant of Cadets

The immediate administration of discipline in the Cadet Corps rests with the Commandant of Cadets. Under regulations approved by the faculty, he directs the daily life of The Corps, grants leaves and privileges, and awards punishment for violations of regulations, bringing the more frequent or serious offenders before the Committee on Discipline. This committee may request the withdrawal from college of a student whose spirit, influence, conduct or scholarship is not satisfactory even though no specific charge is preferred.

The Commandant keeps the records of conduct which become the basis of curtailment of privileges or of dismissal; of demotion or of promotion and citation for efficient discharge of duty. The commandant's department supervises the life in all living areas, makes daily inspection of rooms, corridors, bathrooms and premises in the immediate barracks areas.

Government of the Cadets

The cadet system of control is essentially a specialized system of student government. At North Georgia, therefore, the conduct of the male students is controlled largely through the cadet officers and non-commissioned officers. In the discharge of this responsibility, the officers are fully supported by the P.M.S.&T., the Commandant and the faculty. These student officers thus enjoy an outstanding opportunity for the development of tact, initiative, leadership, fairness, and honor to a very unusual degree.

It is the duty of the cadet officers and non-commissioned officers to enforce college regulations, report violations of same, supervise formations and exercises, call the rolls, report absentees, and they are responsible for the care of all rooms to which cadets are assigned.

Selection of the Cadet Officers

In selecting the cadet officers who are to lead their fellow students and direct all the military units consideration is given not alone to military knowledge and drill technique, but also to academic standing (a minimum average of C), participation in general campus activities, spirit of cooperation, loyalty, dependability, qualities of leadership and personal character.

To remain an officer, there must be continued evidence of efficiency, devotion to duty and responsibility, loyalty to the general policies of the entire institution, and adherence to high standards of personal conduct. A minimum of average of "C" in academic subjects must be maintained.

Due to their military experience and training, veterans are encouraged to qualify for leadership positions in the Cadet Corps. To insure continuity of training, attendance at all three drill periods per week is required of all cadet officers.

General Regulations

Detailed regulations governing cadet life are given in the handbook issued by the Commandant, but the following general policies have been proven from year to year advisable and necessary:

(1) Cadets must obtain permission from the Commandant to be absent from general college duties. Permission from his office must be obtained for going more than five miles from the college. The Commandant must also approve all other requests to be absent from any campus duty.

(2) Firearms other than rifles issued to cadets, explosives of any kind, gasoline or gasoline mixtures will not be allowed in the living areas.

(3) POSSESSION OR USE OF INTOXICANTS IS PROHIBITED.

(4) Gambling in any form or games of chance are prohibited.

(5) Students other than day students are not permitted to have motor vehicles at the college. An exception to this regulation may be made in the case of veterans and seniors provided their motor vehicles of all types are registered with and under the direct control of the Commandant of Cadets.

(6) Any cadet wishing part-time off-campus employment must have such employment approved by the Commandant.

(7) Punishment shall consist of denial of privileges, extra duty, reduction of officers to ranks, restriction to limits, arrest, suspension and dismissal. As restrictions and arrest are questions of honor, violations of the same are punished by dismissal.

(8) "UNFAILING RESPECT FOR ORDER, MORALITY, PERSONAL HONOR AND THE RIGHTS OF OTHERS" is due The Corps from each cadet.

(9) While cadet life is largely governed by a military schedule, cadet officers of every rank, as well as the cadets themselves, are subject also to the broader regulations of the College and each heartily cooperates with the members of the academic staff, the Dean of the College, the Dean of Women, the Commandant of Cadets, and the Social Committee, in carrying out academic and social policies.

Hazing

Hazing, personal indignities, any form of so-called initiation of Freshmen, the exercise of unauthorized authority by one cadet over another and the exaction of any form of service of a new cadet by an old one are prohibited. Each cadet, however, is held strictly responsible for attention to duty, courtesy to his cadet officers and non-commissioned officers, and for the carrying out of all legitimate military orders, but cadet officers, non-commissioned officers and upperclassmen in general, whether as individuals or groups, are not authorized to punish offenders or those who may be delinquent in Company or general military duties by any form of intimidation, personal indignity, fagging, the exercise of unwarranted authority or any kind of physical force.

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